

APPLICATION TO HOST A BLOCK PARTY



Block Party Information

Date(s) of block party: _____ Number of expected attendees: _____

Times: Set-up _____ Start: _____ Finish: _____ End clean-up: _____

Location: _____

Location(s) of barricades: _____

A simple site plan is required (attach or draw on reverse)

Activities planned (describe applicable items below)

- Amplified music or sound
- Temporary structures (tents, stage, etc.)
Please describe: _____
- Other
Please describe: _____
- Food/beverage

Please note, if traffic barricades or other equipment is required, you must also submit an [Equipment Request Form](#).

Organizer Information

Name: _____ Street Address: _____

Phone Number: _____ Email Address: _____

On-Site Liaison (if different): _____ Liaison Phone Number: _____

An on-site liaison must be present at all times during the event, including set-up and tear-down. This person must have the authority to make decisions on behalf of the event and must be accessible to Village staff, police and residents via cell phone. If no liaison is named, it is assumed that the Organizer is the liaison.

Please note that the Village of Cumberland is subject to the provisions of the Freedom of Information and Protection of Privacy Act and therefore cannot guarantee that any information provided can be held in confidence.

I acknowledge that I have read and understood the conditions in the Block Party Guidelines and agree to comply with them. I further acknowledge that all information submitted on this form is correct and that the requested event will not feature activities not mentioned herein.

Signature: _____ Date: _____

STAFF USE ONLY

Emergency services notified?

Yes

initials



THE VILLAGE OF
CUMBERLAND

250.336.2231
recreation@cumberland.ca
cumberland.ca

2665 Dunsmuir Avenue
Cumberland, BC
V0R 1S0



Please draw or attach a simple site plan (map) of the area where you intend to host a block party. Please note the location(s) of any traffic barricades and temporary structures.



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BLOCK PARTY GUIDELINES



- Block parties can only take place between 10:00 am and 10:00 pm on Fridays and Saturdays, or between 5:00 pm and 8:00 pm on any other day.
- All residents on the block must be notified, with the majority in agreement for the event to take place.
- Alcohol is not permitted on public property.
- The block party organizer is responsible for participant conduct
- A 20' emergency access lane must be maintained on closed streets. All structures (e.g. tables) should be placed at the sides of the street and must be easily moved in the event of an emergency.
- Clean-up is the responsibility of the organizer. Green practices (e.g. recycling) are strongly encouraged.
- Traffic control barricades can be provided free of charge with the submission of an Equipment Request Form. The organizer is responsible for picking up and returning all equipment and will be invoiced for any missing or damaged equipment.
- The site of the block party shall not be used for any purpose other than that specified in the application.
- The organizer is responsible for any damage to public property during the event.
- Nothing can be fastened to or hung from boulevard trees, planters or other Village property without the express written consent of the Village.
- Vehicles are not permitted on sidewalks, paths or public grassy areas unless they are a functional part of the event and have been approved in advance.

Organizer Liability:

In signing the application form, the organizer agrees to indemnify and save harmless the Village of Cumberland in respect of any and all claims, demands, suits and costs arising out of any act or omission of the organizer or of any servant, agent or officer of the organizer arising out of or resulting from the use of the site by the organizer.

Costs:

There are no costs to organizers for the permit or for use of [traffic control barricades](#). The organizer will, however, be responsible for any damage or required clean-up of public space and for ensuring that all Village equipment is returned in the condition it was received. Organizers will be invoiced following the event for any lost or damaged equipment.

Notification:

Organizers are responsible for notifying each home on the block and anywhere else that may be directly affected. This prevents people from being surprised on event day if, for example, arrangements have been made for movers, deliveries or other parties. Such notice must also provide neighbours with contact information should they have questions or concerns regarding your event (e.g. noise). The majority of the block must be in agreement for the event to take place.

Noise:

Sound levels from the block party must not unreasonably disturb the surrounding neighbourhood and are subject to the Village of Cumberland's Noise Control Bylaw No. 950. Organizers will make attempts to address any complaints regarding sound levels.

Cancellation:

The Village or any other approving agency retains the right to revoke a block party permit up to and including the day of the event, or at any time during the event if there is an emergency or if permit conditions are not adhered to (e.g. loud music). Organizers must designate an on-site liaison person with authority to intervene and/or stop the event if necessary.

Once completed, please submit this form to recreation@cumberland.ca
or drop off at the Cumberland Recreation Centre, 2665 Dunsmuir Avenue



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