



CITY OF EDGEWATER

Special Event
Block Party
Guidelines &
Application Packet

Prepared by:

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Special Event Block Party Requirements

Application Information:

A special event application must be filled out completely. The application may be approved and a permit issued only after all requirements and deadlines specified in this packet are met. If the permit is denied, the City of Edgewater assumes no liability for expenses incurred by the applicant.

Minimum Requirements

- **Application Form:** The application form must be completed in full before the review process can begin. Completed applications must be received not less than twenty (20) days before the event date. Block party applicants may request from the City Clerk an exemption from the twenty (20) day time limit. This determination will be based on a good faith estimate of the amount of time required to process the special event permit.
- **Application Fee:** Block parties shall be exempt from the application fee.
- **Indemnification Agreement:** The application shall be accompanied by an indemnification agreement in a form approved by the City Attorney, in which the applicant agrees to reimburse the City for any costs incurred by the City in repairing damage to City property occurring in connection with the special event caused by the applicant, its officers, employees or agents, and agrees to defend the City against, and indemnify and hold the City and its officers and employees harmless from any liability to any persons resulting from any damage or injury occurring in connection with the event proximately caused by the actions of the permittee, its officers, employees or agents, or any person under its control (Edgewater Municipal Code Chapter 6, Article 10).
- **Insurance:** The City Clerk may also require the applicant to possess or obtain general liability insurance or special events liability insurance naming the City, its officers and employees as additional insureds. The City Clerk's determination shall be based upon:
 - The anticipated number of participants and spectators and the nature of the event;
 - The risks of bodily injury and property damage; and
 - The physical characteristics of the proposed site.

If insurance coverage is required, a copy of the policy or a certificate of insurance, along with all necessary endorsements, shall be filed with the City Clerk no less than ten (10) days before the date of the event unless the City Clerk for good cause changes the filing deadline (Edgewater Municipal Code Chapter 6, Article 10).

The City has a limited amount of funds budgeted each year to assist block party applicants purchase liability insurance upon completed of the CIRSA's Event Holder Questionnaire.

- **Neighborhood Notification:** The applicant must provide notice to the owners and occupants of properties along the affected street.
- **Issuance:** City Staff will review all requests and make a decision to permit the event based on the following criteria:
 - Avoid duplication of events.
 - Overall impact on street access and closures.
 - Consideration of day and date of event that might conflict with other activities (i.e. another special event, road work or construction project).
 - Ability of support staff and City resources.
 - The event is scheduled to occur before the hour of 9:00 am or after the hour of 9:00 pm.
 - The event is scheduled to occur at a time when a school is in session at a location adjacent to the school, and the noise created by the event would substantially disrupt the educational activities of the school.
 - The applicant had previously held a special event block party in the City that was the subject of a citation for violations of the Municipal Code.

