



# INFORMATION

## Street Event/Closure/Block Party

**Applications are due 2 weeks prior to day of event. There is a limit of 5 Block Parties/Street Events per weekend, and are reviewed in the order received.**

**PROGRAM INFORMATION – (applications beyond 6 weeks from the event will not be accepted)**

- All applications shall be submitted two (2) weeks prior to the scheduled event requested to allow adequate time for review and delivery of the notification letter.
- Registrant must be a resident of the street where event is being held.
- 3 HOUR MAXIMUM FOR ALL BLOCK PARTY OR STREET EVENTS – this includes the time to set up and take down barricades and clean up.

Block parties and Street Events are limited to the following days and times:

	DST (Oct – Mar)	DST (Apr – Sept)	Notification Letter
<b>Saturday &amp; Sunday</b>	3 hr max. Ends by 7 pm	3 hr max. Ends by 8 pm	3 days prior to event delivered to all homes on the block. (7 days when impacting commercial businesses.)
<b>Official Holidays*</b>	3 hr max. Ends by 7 pm	3 hr max. Ends by 8 pm	3 days prior to event delivered to all homes on the block. (7 days when impacting commercial businesses.)
<b>Halloween (Mon – Fri)</b>	2 hr max. 6 pm – 8 pm.		3 days prior to event delivered to all homes on the block. (7 days when impacting commercial businesses.)
<b>Halloween (Sat &amp; Sun)</b>	3 hrs max. Ends by 8 pm.		3 days prior to event delivered to all homes on the block. (7 days when impacting commercial businesses.)

\*Note - Official Holidays – *Thanksgiving, Christmas Day, New Year’s Day, Memorial Day, 4<sup>th</sup> of July, Labor Day*

**RESTRICTIONS**

There are roads that are considered crucial for moving traffic thru West U. It should be noted that multiple street closures may not be allowed to ensure access to emergency vehicles to the area.

An event may not use, enter or cross the roadways of the indicated streets at the times indicated:

3700 Block of University Blvd.	One half hour before school convenes or one half hour after school is adjourned (school days only).
Residential blocks on streets, except important streets	Before 8:00 a.m. or after sunset.
Important streets**	7:00 a.m. to 9:00 a.m. or 4:00 p.m. to 6:00 p.m. and dependent on block. (except on Saturday, Sunday or a legal holiday).
All streets	Before sunrise or after sunset.

\*\*Note – Important Streets – *Weslayan St, Rice Blvd, University Blvd, Buffalo Speedway, Sunset Blvd or Bissonnet St.*

*Deliver completed application to West University Public Works Dept, 3826 Amherst St, West University Place, Tx 77005. Call (713)-662-5839 or email [pwinfo@westutx.gov](mailto:pwinfo@westutx.gov) for more information.*

## **INSURANCE REQUIREMENTS**

Per City Ordinance *Sec.46-119*, proof of insurance is required for any special event that meets the following criteria:

- 1) The event will occupy a roadway, other than at a pedestrian crossing; and
- 2) The event includes motor vehicles or animals (other than dogs on leashes or cats ), or both.

The required insurance must be proved by submitting the city's standard form certificate of insurance, or other equivalent written proof. The certificate must indicate that there is in effect:

- 1) For events with animals, comprehensive general liability insurance for designated premises including all of the places where the special event will occur, including any areas where the event will form or be disbanded, with limits of at least \$150,000.00 per occurrence for property damage and \$500,000.00 for injuries or deaths.
- 2) For events with motor vehicles, motor vehicle insurance covering each vehicle and each driver, with minimum limits as set forth above.
- 3) An endorsement on each policy naming the city and its officers, agents and employees as additional insured.

An organized and funded plan of self-insurance by an organization with at least \$10,000,000.00 in assets may be substituted for the insurance required by this section, if the traffic control officer determines that the self-insurance plan provides coverage equivalent to the required insurance.

## **NOTIFICATIONS**

Registrant will be notified via email upon approval or denial of event. All decisions made by the City are FINAL per the authority of the Traffic Officer/Public Works Director or appointed designee.

- Upon event application approval, registrant is required to issue an event notification to all residents in the block(s) of the party (both sides of the street) at least 72 hours prior to the event.
- Barricades will be delivered to registrant address on the business day before the event. Barricades will be collected the business day after the event.
- Registrants shall ensure emergency personnel and vehicles have access to the street at all times.



# APPLICATION Street Event/Closure/Block Party

REGISTRANT/APPLICANT \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL/ALT PHONE \_\_\_\_\_ EMAIL: \_\_\_\_\_

APPLICANT ADDRESS \_\_\_\_\_ REASON FOR EVENT \_\_\_\_\_

EVENT DAY (check/circle) SAT SUN HOLIDAY DATE \_\_\_\_\_ MAX # of ATTENDEES \_\_\_\_\_

PROPOSED EVENT TIMES: START \_\_\_\_\_ AM \_\_\_\_ PM END \_\_\_\_\_ AM \_\_\_\_ PM

ON SCENE CONTACT #1 \_\_\_\_\_ CONTACT #1 CELL \_\_\_\_\_

ON SCENE CONTACT #2 \_\_\_\_\_ CONTACT #2 CELL \_\_\_\_\_

EVENT LOCATION – Block #: \_\_\_\_\_ Street Name: \_\_\_\_\_

**EVENT LOCATION – Type or write block, street and cross streets below.**


*(Please note- Intersections may not be blocked for the block party or event)*

Will any non-pet animals, large vehicles, equipment or other object be brought onsite YES \_\_\_ NO \_\_\_  
*(if so, add detailed list, quantity and description and attach copy of applicable insurance policy.)*

Current Liability Insurance Carrier (if applicable): \_\_\_\_\_ Policy # \_\_\_\_\_

Public Safety Personnel Appearance: Please check the box below if you would like to have a representative from the Police or Fire Department at your event. We will do the best accommodate your request, but due to service demands, they may not be able to make your event with little or no warning provided.

\_\_\_ Police  
*Questions for Police, call 713-668-0330*

\_\_\_ Fire  
*Questions for Fire, call 713-662-5835*

*As registrant/applicant, I affirm that to the best of my knowledge this information is complete and correct.*

Registrant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Official Use Only

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ ( am / pm )

Additional Conditions/Requirements \_\_\_\_\_

APPROVAL GRANTED: YES \_\_\_ NO \_\_\_

REVIEWED BY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

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*\*Some closures or projects may require a separate traffic control plan.*