



**TEMPORARY STREET CLOSURE/BLOCK PARTY GUIDELINES**  
**Finance Department/Business Licensing Division**

**City of Hawthorne**  
**4455 126<sup>th</sup> Street**  
**Hawthorne, CA 90250**

Original Adoption: 2/27/07  
Revised: 6/12/18

- A. Definition & Purpose. A “Block Party” is any gathering whereby the residents of a particular neighborhood desire the street to be closed or blocked from normal vehicular access. Block parties are intended to be a means of City and citizen cooperation to promote neighborhood cohesiveness and to encourage neighbors to come together for a day of fun and getting to know one another. These guidelines are meant to provide rules and regulations for the application, approval and conduct of temporary street closures for the purpose of “Block Parties” in residential areas that are permitted by the City of Hawthorne.
- B. Permit Required. A person shall not conduct or manage any Temporary Street Closure/Block Party in a residential area unless he/she first procures a Temporary Street Closure/Block Party Permit (“Permit”) to do so. Applications for a Permit must be submitted to the Business Licensing Division of the Finance Department. All Permits are subject to final approval by the City Manager.
- C. Dates & Times. Permits may only be issued for the following dates: Memorial Day, Labor Day, and Fourth of July. Permits will not be issued for private events such as birthdays, graduations, or weddings. Street closures under a Permit may begin no earlier than 10:00 a.m. and may continue no later than 9:00 p.m.
- D. Application Requirements. Any person desiring to conduct or manage a “Block Party” shall file with the City a verified application on a form furnished by the City, setting forth, at minimum, the following information and any other information that may be required by the City, at the discretion of the City Manager:
1. The name, address, telephone number, driver’s license number, social security number, and e-mail address of the person, legal entity or organization wishing to conduct the Block Party. Applicant must be at least 18 years old and a “homeowner” (property owner) on the street that will be closed. Tenants may submit applications with the consent of the property owner;
  2. If the applicant is an organization or legal entity (such as a corporation, partnership or limited liability company) rather than an individual person, then the

application shall contain both (a) the name, address and telephone number of the headquarters of the organization or entity, and (b) the name, address, telephone number, and e-mail address of the person designated by the applicant to be in charge of the Block Party and responsible for its conduct;

3. The proposed date and hours of the Block Party;
4. A list of the addresses to be affected by the street closures;
5. The approximate number of persons who will attend the Block Party;
6. Whether the Block Party will occupy all or only part of the streets (if only part of the street is to be occupied, specify the portion to be occupied; however, please note that barricades must be placed at the end of each block/and intersection);
7. A diagram of the proposed layout and area description of the event. The diagram may be based on Google/MapQuest aerial maps showing placement of barricades and all properties impacted;
8. Acknowledgment that consumption of alcoholic beverages is not allowed in public and that minors may not consume any alcoholic beverages;
9. Acknowledgement that foods, beverages, goods, wares or merchandise will not be sold during the event for which the street is closed;
10. Agreement to comply with all Federal, State and local laws and to be
11. responsible for the orderly conduct of those in attendance;

- E. Deadline. Applications are due not less than forty-five (45) calendar days before the date of the Block Party. Waiver of this timeline may be granted only upon approval of the City Manager.
- F. Petition. Applicants must submit a petition along with the application containing the signature of at least one adult member of a minimum of 90% of the households on the block within the affected area. A household consists of one dwelling unit, whether attached or detached. The adult member may be the property owner or tenant.
- G. Fees. Each applicant must pay a \$56 application fee and, if approved, a \$310 encroachment permit fee to cover the costs of administering the Permit. In addition, applicants must provide a \$200 deposit for loan of City-owned barricades, signs, additional clean-up, and damage to City property. The deposit will be forfeited if any City property is lost or damaged, or if the additional clean-up is required. If clean-up costs exceed \$200, applicant will be responsible for payment of additional costs, which shall be invoiced by the City and due within days of issuance of the invoice. Applicant will be responsible for the placement, removal, and safekeeping of barricades. Barricades will be delivered to the applicant's residence the last working day (dates in which City Hall is open) prior to the event, and picked up the next working day following the event.
- H. Approval. The Finance Department will review applications for completeness and forward complete applications to the Public Works Department for issuance of the encroachment permit. Once issued, Finance will forward the completed application to appropriate Departments for review and approval. The Finance Department shall coordinate with those departments and approve or deny the permit within ten (15) working days prior to the event date. The issuance of the Permit will be contingent upon the following:

- a. The conduct of such Block Party will not substantially interrupt the safe and orderly movement of other traffic contiguous to its routes;
  - b. The conduct of such Block Party will not require the diversion of an excessive number of Police Officers to properly police the area;
  - c. The concentration of persons in the area will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to the Block Party;
  - d. The conduct of the Block Party will not interfere with the movement of fire-fighting equipment en route to a fire either within or contiguous to the area which is subject to the permit;
  - e. The conduct of such Block Party is not reasonably likely to cause injury to persons or property; and
  - f. The conduct of such Block Party will not obstruct any construction or maintenance work scheduled to take place upon public roads.
- I. Area of Street Closure. If approved, the entire block wherein the Block Party will take place must be cordoned off. The road must be closed at all times to through traffic with the exception of emergency vehicles and that the caveat that residents abutting the closure shall have pedestrian and vehicular access to their properties at all times.
- J. Fire Lane. A minimum 20-foot fire lane must be provided at all times on the street. Permittee shall not block the street with vehicles or otherwise block the ingress and egress of emergency vehicles. In addition, all Fire Hydrants shall be kept clear and accessible. Nothing shall be placed within 20 feet of any Fire Hydrant.
- K. Insurance & Indemnification. Applicant must provide a certificate of General Liability Insurance with the minimum coverage of \$1,000,000. The City of Hawthorne, its officers, agents and employees must be named as additional named insureds. Applicant may contact its own insurance company or “Merriwether & Williams Insurance Services” at 415-986-3999 or 213-258-3096 for a quote. Applicant shall also be required to sign an “Indemnification and Hold Harmless” agreement prior to issuance of a Permit.
- L. Additional Approvals. No permits will be issued until the application is reviewed by, at minimum, the Police Department, Fire Department, and Public Works. Not all locations are appropriate for street closures due to the configuration or proximity to high-traffic or high-crime areas and applications may be summarily denied by the aforementioned departments.
- M. Barbecues & Fire Extinguishers. Barbecues are not to be placed in the street, under any canopies or within five feet of any canopy. In addition, jumpers or other like items that cannot be readily removed shall not be placed in the street. A 2A10BC type fire extinguisher must be accessible at all times.
- N. Revocation. The Chief of Police and/or his/her designee has the discretion to revoke any Permit on site if it is determined that it is causing a public nuisance and Permittee(s) are unable to and/or unwilling to control the problem, and/or otherwise fails to abide by the Guidelines.

This will cause the function to be terminated and the people present to disperse immediately. Additionally, the Permittee(s) may be issued an administrative citation and subject to fines. Revocation may result in denial of future Block Party applications in the same location. No refund of fees will be issued for events where a Permit is revoked.

- O. Presence & Proof of Permit. Permittee(s) shall be present at the block part at all times and shall, upon request from a Peace Officer, produce their valid permit.
- P. Advertising. There shall be no advertising of the block party event outside of the immediate, affected neighborhood. Block parties are intended to be a celebration by and for the residents of a specific city block. Participants will be encouraged to limit the number of friends and relatives from outside the neighborhood to minimize the parking and noise impacts on the surrounding neighborhoods.
- Q. Clean-up. Permittee is responsible for the clean-up and clearing of all trash on the street, sidewalks and public areas. Clean-up must be completed immediately following the conclusion of the permitted time of the Block Party. Applicant shall be billed if City crews are required to make any additional and/or special clean-up.
- R. Fourth of July. For Fourth of July Block parties, the only fireworks permitted within the City of Hawthorne are those classified as "Safe and Sane." Possession or discharge of any other type of fireworks is illegal and subject to a \$1,000 fine. No Fireworks shall be discharged on a public street, alley, or right of way, or within 10 feet of any dwelling, residence or structure (copies of the Hawthorne Municipal Code sections pertaining to fireworks will be distributed to all 4th of July block parties).
- S. Permit Rejection - Notice. If the Director of Finance finds that such permits should not be issued, he/she shall notify the applicant via e-mail or facsimile transmission, to be followed by written notice mailed not later than the next ten (10) working days, that the application for the Block Party permit has been denied. Such notice shall indicate the reason or reasons for the denial.
- T. T. Appeal Procedure. Upon a denial by the Finance Director of an application for a Permit, the applicant may appeal the determination to the City Manager by filing a written notice of appeal within seven (7) days of the date of notification of the Director of Public Works' decision. Not later than seven (7) days after the appeal is filed, the City Manager shall reverse, affirm or modify in any regard the determination of the Finance Director by delivering written notice thereof to the applicant and the Finance Director. The determination by the City Manager shall be final and conclusive.

Collected: \$ \_\_\_\_\_

- map & 90% signatures
- cert. of insurance
- copy of encroachment permit
- barricade deposit receipt
- indemnification agreement

**CITY OF HAWTHORNE**  
**LICENSING & COLLECTIONS DIVISION**  
 4455 W. 126<sup>th</sup> STREET  
 HAWTHORNE, CA 90250  
 (310) 349-2935

- City Manager
- City Attorney
- Police
- Fire
- Rec/Comm. Svcs.
- Public Works
- Airport
- Planning/Code Enf.
- Finance
- File (Original application)

**APPLICATION FOR MISC. EVENT PERMIT**

**SUBJECT TO APPROVAL**

<b>APPLICATION FOR:</b>			
<b>DATE OF EVENT:</b>		<b>LOCATION:</b>	
<b>HOURS OF EVENT:</b>	From:	To:	<b>NUMBER OF PEOPLE:</b>
<b>DESCRIPTION OF EVENT:</b>			
<b>WILL ALCOHOL BE SERVED/PERMITTED:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>ABC PERMIT REQUIRED:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>BUSINESS / ORGANIZATION NAME:</b>			
<b>ADDRESS:</b>			

**PERMIT APPLICANT INFORMATION:**

1.					
	First	M.I.	Last	Address	City, State, Zip Code
	Date of Birth		Driver's License Number		Social Security Number
	Contact Number (Cell or Home)		Office Number		E-mail Address
2.					
	First	M.I.	Last	Address	City, State, Zip Code
	Date of Birth		Driver's License Number		Social Security Number
	Contact Number (Cell or Home)		Office Number		E-mail Address

I hereby certify by signing below that I have read the above information and understand my responsibility for adhering to all requirements and fees related to my special event. I understand that this is merely an application for permit, and if granted, do hereby agree to comply with all Federal, State, and Local laws, statues, and ordinances. I further understand that any false information provided will be grounds for denial and permit and/or termination of event.

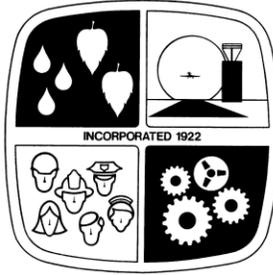
**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OFFICE USE ONLY**

**APPLICATION RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SPECIAL INSTRUCTIONS / REQUIREMENTS:** \_\_\_\_\_



LICENSING & CASHIERING

(310) 349-2935

## **INDEMNIFICATION AGREEMENT**

In consideration of the City of Hawthorne (“City”) granting to Permittee a permit to use City right-of-way, Permittee hereby agrees to the following:

Permittee agrees to indemnify and save harmless the City, its officers and employees from and against any and all liability, damages, costs, losses, claims and expenses, including reasonable attorney’s fees, arising out of or in any way related to the activities of Permittee relative to the permit.

PERMITTTEE

CITY OF HAWTHORNE

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Felice Lopez as designee  
for City Manager

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_