

## Applying for a Block Party License

Submitting a block party license application:

- Reserves the time, date, and location you request.
- Prevents conflicts with other nearby events.
- Enables appropriate city assistance to ensure your block party's safety and success.

### APPLICATION CONDITIONS:

- You must apply online on the city's website.
- Your block party license application may be denied if there are not enough city resources available during the proposed date(s) to ensure that it can take place safely.
- Bus routes cannot be closed with a block party license application. Instead, a Public Event License application is required.
- You must be a resident of the street you are requesting to close for your block party.
- You may apply to host a block party on any street, but note that larger and busier streets may require additional review, and approval is not guaranteed. In such a case, city staff may suggest an alternate location.

### BLOCK PARTY PLAY KIT REQUEST:

- Play Kits allow Somerville block party hosts to turn their street into a playground by borrowing a kit of play items for their block party. And the best part? It's free!
- Examples of the equipment this kit can include are: climbing and bouncing games, cornhole, giant Jenga, a parachute, jump ropes, basketball hoops, street hockey, tether tennis, stilts, etc.
- On the day of your block party, Knucklebones, the city's Play Kit vendor, will deliver the equipment and set it up, and will return at the end of your scheduled window to pick it up.
- Play Kits are available for 1-5 hours and must be requested **at least three weeks** before your proposed block party.
- To request a Play Kit for your block party, simply follow the prompt in your application, and we will then connect you with our vendor to confirm availability and coordinate delivery.
- *Note that Play Kits are available on a first-come, first-served basis and may not be available on the day of your event, even if requested in advance.*

### APPLICATION TIMELINE:

- A completed block party license application should be submitted **at least two (2) weeks** before its proposed date; **at least three (3) weeks** if requesting a Play Kit.

### FEES:

- No fee is charged for a block party license or Play Kit.

## **ADDITIONAL DOCUMENTS REQUIRED:**

The city requires that you upload the following documents as part of your application:

- A detailed street map that clearly identifies the location of the block party, as well as any portable toilets, grills, tents, bouncy houses, etc. This map can take the form of an edited version of a Google Maps image, for example.
  - Submitting an illegible map will delay the processing and review of your application.
- Any flyers, brochures, or other explanatory material you will post to notify neighbors and abutters of your proposed block party.
  - This communication should include: your block party date, streets closed for your block party, time of street closure, whether any music will be played, and your name and reliable contact phone number.

## **HOW TO APPLY:**

Go to <http://www.somervillema.gov/citizenserve>.

- Click the [citi~~se~~ns~~er~~ve](#) logo.
- Click “MY ACCOUNT.”
- Log in, or, if this is your first online application, click “REGISTER NOW” to create an account.
- Scroll down and click “APPLY FOR A LICENSE.”
- At Application Type, select “BLOCK PARTY LICENSE.”
- At Business Name, enter the name of your block party. For example, “Highland Street Block Party.”
- At “IS THIS APPLICATION FOR A NEW OR EXISTING BUSINESS LOCATION?”:
  - Select “A NEW BUSINESS LOCATION” if this is your first application. Then enter your home address and click on “FIND ADDRESS.” If Citizenserve does not identify your address, select “USE THIS ADDRESS.” OR
  - Select “AN ADDITIONAL LICENSE FOR AN EXISTING BUSINESS” if you’ve already had a block party before. At “License #” select a license you’ve received before.
- Answer the remaining questions and upload the required documents.
  - Failure to answer these questions completely and accurately may delay the processing and review of your application
- Review the terms and conditions. Don’t proceed until you are ready to accept all of the terms and conditions.
- Note that once you submit the form, you may not be able to re-open it to edit it. If you’re not ready to submit the form, click “SAVE FOR LATER,” so you can finish it later.
- When you are ready to submit your application, click “SUBMIT.”

## **LICENSE CONDITIONS:**

### Conditions for All Licenses:

- This license is subject to all of its terms, conditions, and limitations, as well as the Somerville Code of Ordinances, and Federal and State law. Failure to adhere to these conditions may result in the revocation of the license and cancellation of the event.
- This block party license is also subject to additional conditions and/or modifications whenever city officials determine that such conditions and/or modifications are required to advance public purposes.
- The license is valid only at the approved location and on the approved date(s), time(s), and rain date(s). Be sure to include any necessary rain date(s) in your application.
- The license is not modifiable. Any changes require the submission of a new application.
- The license is not transferable.
- You and your officers, employees, agents, and representatives hereby agree to release, discharge, indemnify and hold harmless, the City of Somerville and its officers, employees, agents and servants from all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation associated with this event or your conduct arising from the event, for any damages to the city's personal and real property resulting from the use, and any expenses the city incurs in restoring the property to its condition prior to the use.
- Submission of your application represents your acceptance of these conditions.

### Conditions for Your Block Party:

- You must notify all neighboring residents at least one week prior to the event and provide them with someone to contact if they have questions.
- Keep a fire extinguisher near any cooking surface (for example, a grill with open flames) or cooking chamber (for example, a meat smoker) in use.
- Alcohol cannot be consumed or carried in an open container on any public street or sidewalk.

### Conditions for Closing Your Street:

- Your block party must not obstruct or inhibit the flow of vehicles or pedestrians except for any street/sidewalk closures or detours specifically described in this application or its conditions.
  - All street closures or detours must be created with devices supplied by the DPW or specified by the Parking Department.
  - ***Privately owned vehicles cannot be used to block streets.*** Police take notice, and this could force the cancellation of your block party.
  - To ensure that a fire truck, ambulance, or car can get by when necessary, anything placed on any street must leave at least twelve (12) feet of clearance.
- Provide at least one week's written notice to each resident and business that abuts the area, on both sides of the street, inform them of the date and time of the event, and provide them with a way to contact the event organizer(s) in case they have questions.

- Do not make permanent markings on a public street or sidewalk using paint or other indelible materials, or you will be held liable for the cost of removing those markings. You may use chalk for street or sidewalk markings.
- You must post copies of the issued license itself where they are clearly visible to the public at all times during your block party.
- You must ensure that all sidewalks remain clear for access by persons with mobility restrictions, including but not limited to wheelchairs.

#### Rain dates

- If you request a rain date, you may use it only if you notify the city no later than 12pm (noon) on the day before the event. Notify the city by emailing [raindate@somervillema.gov](mailto:raindate@somervillema.gov) or by calling 311. If you do NOT notify the city by 12pm (noon) on the day before the event, the rain date will be canceled, and you will have to submit a new application for review and approval to reschedule the event.

#### Alcohol

- Alcohol may **NOT** be consumed outdoors on public property during your block party.

#### **QUESTIONS?**

- If you have questions about your block party license application, contact [licensing@somervillema.gov](mailto:licensing@somervillema.gov).