

Block Party Policy for Neighborhood Council Events

The Office of Neighborhood Services will waive one Special Event Permit fee per calendar year per Neighborhood Council in an effort to support neighborhood engagement.

Terms:

1. Certain City streets are excluded from this agreement including:
 - Arterials.
 - Emergency access routes.
2. 30 days' notice is required to make requests to ensure your application is processed and approved.
3. Block party events must benefit the Neighborhood Council.
4. Block party events should be sponsored by the Neighborhood Council.
5. No political campaigning, marches, demonstrations for or against constitutional issues, drugs, gambling, or marketing shall be allowed at the event.
6. Any extra costs or arrangements must be made by the Neighborhood Council, i.e. barricades (National Barricade & Sign 509.534.2619), portable toilet, garbage, electrical, beer garden (requires a special occasion license from the Washington State Liquor Control Board and Cannabis Board 360.664.1600).
7. Business license: not needed for Neighborhood Councils to hold a Block Party. Neighborhood Councils may apply for non-exempt status.
8. Insurance: Evidence of insurance is required prior to the final Block Party Permit issuance. Each event is evaluated on its Risk Exposure per the City of Spokane Risk Management Department. If the City's Special Event Coordinator indicates that your event falls in this category, please provide a Certificate of Insurance for \$1 million in Commercial General Liability Insurance and Policy Endorsement that lists the City of Spokane, 808 W. Spokane Falls Blvd., Spokane WA 99201, as an Additional Insured. The City encourages event sponsors to solicit partner businesses or non-profits to use their existing Commercial General Liability Insurance and simply add the City of Spokane as an Additional Insured for the day of the event. Applicants also may be able to obtain this coverage through their homeowners insurance. Insurance may possibly be waived with approved waiver request.
9. Non-discrimination: no one shall be excluded from participation or subjected to discrimination.
10. The City of Spokane logo must be placed or included in materials, fliers, door hangers, etc. promoting the Block Party.
11. The City of Spokane does not require a damage deposit for street use, however, the Neighborhood Council hosting the block party must leave the street in the

same condition as it was before the Block Party, i.e. pick-up and properly dispose of garbage.

- 12.** Noise ordinance rules must be followed, please make sure to observe the quiet hours between 10 p.m. and 7 a.m.
- 13.** To request a waiver of application fee, email neigh.svcs@spokanecity.org prior to application detailing what neighborhood council is applying for a waiver along with event name and date. Once Neighborhood Services replies with approval, upload the email on the Payment page of the special event application under the MOU section.