



Block Party Permit Application

Total Permit Fee: \$100 + \$100 refundable deposit

A Block Party Permit is required ONLY if the street is to be closed for the event. Applicant must be an established resident at an address within the area of the requested street closure. The application with signatures and the permit fee must be submitted to the City of Gardena Community Development Department at least thirty (30) days prior to the planned date to allow sufficient time for review and approval by the City Police, Public Works, LA County Fire, and administrative staff. The City reserves the right to limit the number of approved Block Parties on any given date, particularly on the following holidays: Memorial Day, July 4th, and Labor Day.

Form with fields: Name of Applicant\*, Phone No., Address of Applicant, Email, Date of Block Party, Hours of Block Party, Description of Temporary Street Closure Desired: (i.e. 162nd St. between Harvard Blvd and LaSalle Ave)

\*Applicant must be a resident at an address within the area of the requested street closure

Applicant is responsible for compliance with the following conditions:

- 1. Signatures must be obtained from at least 70% of the households in the area affected by the temporary street closure. Every household in the area affected by the street closure must be notified in writing at least five days prior to the event.
2. Only City approved barricades which allow quick and easy removal for public safety emergency vehicles will be permitted. If requested by a resident in the affected area, access must be left open to the driveway of that resident throughout the event. If requested at the time of application, the City's Public Works Department will provide the barricades. Applicant will be responsible for pick-up, set up, and the return of barricades as directed by the City. A fee may be charged for this service.
3. Tables, chairs, platforms, equipment, and any other probable obstacles (including automobiles, trucks, trailers, etc.) must be placed so that they do not impede emergency access to the street, any building, or fire hydrant in the area. A width of 12' must remain unobstructed along the entire length of the street to enable the passage of emergency vehicles.
4. Amplified music is prohibited. Applicant is responsible for complying with all relevant Gardena Municipal Code regulations or requirements regarding noise, amplified music, or state statutes regarding disruption of the public's peace.
5. The sale of alcoholic beverages is prohibited. Consumption of alcoholic beverages shall not be done in public view. No cooking appliances with open flames or barbecues are allowed under canopies or within 5' of a canopy. Applicant is responsible for clean up and clearing 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 or the Applicant may be fined.



**COMMUNITY DEVELOPMENT DEPARTMENT  
BUSINESS LICENSE**

1700 W. 162nd Street, Gardena CA 90247  
TEL: (310) 217-9518 FAX: (310) 217-9698

6. Applicant is responsible for compliance with all other conditions deemed necessary by the City Manager, Chief of Police, or County of Los Angeles Fire Chief. The Police Watch Commander has the discretion to revoke any Block Party permit on site if it is determined it is causing a public nuisance. Revocation may result in denial of future Block Party applications in same location.

Signature of Applicant	Date Submitted
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Total Permit Fee: \$100 (+100 deposit) Due 30 Days Prior to Event	Approved By:
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Payment By:  Cash  Check or Money Order  Credit Card (see below)

**Pay by Credit Card**

When paying by credit/debit card a convenience fee of 2.4% (min \$1.50) will be added to the transaction amount. This fee is assessed by our third party service provider and the City does not retain any portion of this fee. The fee will appear as a separate transaction on your monthly statement.

Select Card  

A 2.4% fee will be added to this total and will show as a separate transaction on your statement

Name on card \_\_\_\_\_

Billing Address \_\_\_\_\_

Account # \_\_\_\_\_ exp \_\_\_\_\_

Signature \_\_\_\_\_ date \_\_\_\_\_

Amount Due \$ \_\_\_\_\_

**By signing above**, you state that you understand that the total amount applied to your credit/debit card will include an additional 2.4% (minimum \$1.50) convenience fee and that the fee will automatically be assessed by our third party service provider. This fee is **not retained by the City of Gardena**.



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**Block Party Permit Application Signature Form**

Name of Applicant	Address of Applicant
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The City requires compliance with certain regulations to ensure that your Block Party is safe and that the needs of all the affected neighbors are taken into consideration. The conditions of compliance will be issued with the letter of approval for the Block Party. The Block Party Permit Applicant is responsible for obtaining and submitting the required signatures, and for responding to any questions the City may have regarding the information provided.

The Block Party Application, including signatures and the permit fee, must be submitted to the City of Gardena Community Development Department at least 30 days prior to the planned date to allow sufficient time for review and approval by the City Police, Public Works, LA County Fire, and administrative staff.

Signature must be obtained from at least 70% of the households in the affected area. Signature must be from a household member at the address listed who is at least 18 years of age.

Description of Street Closure Area
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In the table below, please list each and every address in the affected area. Use additional forms if necessary.

	Street Number	Street Name	Printed Name	Signature
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At least five days in advance of the event, Applicant must notify in writing all of the affected households in the area that the permit has been approved and any conditions set by the City.