



**City of Lake Oswego**  
**BLOCK PARTY PERMIT**

\*Submit not less than 2 weeks prior to Block Party

**SUBMISSION OF APPLICATION**

A Block Permit must be completed to close a public street in order to conduct a neighborhood block party. A "Block Party" is a gathering organized by the residents of the neighborhood abutting the street to be closed, for their enjoyment.

**EVENT DATE, TIME & LOCATION**

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_  Single Day  Multi-Day

Event Start Time: \_\_\_\_\_ Event End Time\*: \_\_\_\_\_ (Before 10 p.m.)

(\*Allow time for setup, take-down. During daylight hours only).

Location/Affected Street(s): [see [www.ci.oswego.or.us/special\\_events](http://www.ci.oswego.or.us/special_events) for information about types of streets that may be closed for a block party] \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_ (Include map of block to be closed)

**APPLICANT INFORMATION**

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**ADJOINING RESIDENTS' CONSENT**

Applicants must attach the following documents:

- Listing of the addresses of all properties adjoining the portion of the street proposed to be closed.
- Signature by at least one resident from each address indicating approval of the proposed date and time of the block party and street closure.

**CITY TRAFFIC ENGINEERING DIVISION CONTACT**

The Applicant affirms that he/she has discussed the proposed street closure and placement of the required traffic control devices with the Traffic Engineering Division.



### **STREET MAINTENANCE ASSISTANCE**

The Applicant affirms that applicant or designee will:

- ◇ Please call Public Works at 503-635-0280 BEFORE you come to pick up your traffic control devices.
- ◇ Pickup the traffic control devices no later than 4pm on the last working day prior to the event. Items can be picked up at the Maintenance Center, which is located at 17601 SW Pilkington Rd.
- ◇ Return the traffic control devices no later than 4pm on the first working day following the block party.

### **DAY OF EVENT CONTACT INFORMATION**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### **RELEASE & INDEMNITY AGREEMENT**

The undersigned Sponsor, by signature below, shall defend, indemnify, and hold the City, its officers, agents and employees, harmless against all liability, loss, or expenses, including attorney's fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by any act or omission of an act sustained in any way in connections with the performance of this event or by conditions created thereby, or based upon violation of any statute, ordinance or regulation. This contractual indemnity provision does not abrogate common law or statutory liability and indemnification to the City, but is in addition to such common law or statutory provisions.

### **APPLICANT'S SIGNATURE**

The information submitted is true to the best knowledge of the undersigned, and the undersigned shall notify City in writing at any time as additional information is known or the plans for the event are revised which would alter the information and statements given.

Signature of Person Signing: \_\_\_\_\_

Name of Person Signing (print legibly): \_\_\_\_\_

Title of Office: \_\_\_\_\_

Date: \_\_\_\_\_



## SUBMISSION

Print out the application, complete it, and SIGN IT  
Attach adjoining residents' consent (signature list)

Deliver in person:

City of Lake Oswego (at City Golf Course)  
Attn: Parks Department/Block Party Permit  
17525 Stafford Rd.  
Lake Oswego, OR 97034  
Mon-Fri 8am—5pm

Mail to:

City of Lake Oswego  
Attn: Parks Department/Block Party Permit  
PO Box 369  
Lake Oswego, OR 97034

PDF/Email:

- Scan the application and adjoining residents' consent and save as a PDF.
- Enter BLOCK PARTY into the subject line of the email
- Email the PDF to [jostrander@ci.oswego.or.us](mailto:jostrander@ci.oswego.or.us)

**PLEASE SUBMIT THIS PERMIT TO THE CITY OF LAKE OSWEGO PARKS DEPARTMENT  
NO LATER THAN TWO WEEKS PRIOR TO THE EVENT.**

*A copy of this permit will be sent to the applicant upon approval*

## CITY USE ONLY

Date Received: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_ Date Permit Mailed to Applicant: \_\_\_\_\_