



August 9, 2016

TO: COSTA MESA RESIDENTS

FROM: DANIEL K. BAKER, ASSISTANT TO THE CEO

SUBJECT: LABOR DAY – *MONDAY, SEPTEMBER 5, 2016*
BLOCK PARTY AND STREET CLOSURE REQUEST (2016)

Twice during the year (July 4th and Labor Day), Costa Mesa residents may request the closing of streets for block parties, pursuant to **Title 9, Chapter II, Article 11** $\frac{3}{4}$ of the Costa Mesa Municipal Code and **Resolution No. 04-46**. To ensure that your event is a successful one with minimal inconvenience to others, please read the General Rules below and fully complete the attached request form.

GENERAL RULES:

1. Individuals requesting the street closure must be 21 years of age or older and be a resident of the street to be closed.
2. Block parties and similar events shall be limited to residents and their immediate guests. No "open" parties.
3. Street closures will be limited to six (6) hours in length. **In no event shall the street remain closed beyond 10:00 p.m.**
4. No live music. No bounce houses on street or public rights-of-way.
5. Must permit Fire, Paramedic, and Police access and passage.
6. Street must be left clean.
7. Must be properly barricaded for safety (see Barricade Information sheet).
8. Must permit passage of motorists unless an alternate route is available.
9. No excessive noise.
10. Avoid inconveniences to non-participating neighbors.
11. A copy of the approved Street Closure Permit shall be readily available for inspection by any official of the City of Costa Mesa upon demand.

12. **INDIVIDUALS REQUESTING STREET CLOSURES SHALL SUBMIT PROOF OF LIABILITY INSURANCE COVERAGE FOR THE EVENT, ALONG WITH THE COMPLETED APPLICATION PACKAGE TO THE CEO'S OFFICE, FOR REVIEW AND APPROVAL BY THE CITY'S RISK MANAGER. THE LIABILITY INSURANCE COVERAGE SHALL INCLUDE THE FOLLOWING:**

- **Commercial general liability, \$1 million per occurrence for bodily injury, and for property damage, with the *City of Costa Mesa* named as an additional insured.**
- **If applicant does not have such liability insurance currently, the City maintains a special event liability insurance program through which coverage can be purchased. If interested in this program to meet the above requirement, please contact the Risk Management Division, at (714) 754-5359. An information sheet is attached for reference for *on-line services*.**

Application packets are due by 5 p.m. on August 19, 2016. There will be no exceptions to the posted deadline due to required inter-departmental processing. All applications will be verbally notified of the status of their request by August 29, 2016 and will receive written notification prior to the event. **PLEASE RETAIN THESE INSTRUCTIONS AND GUIDELINES. RETURN ONLY THE REQUESTED APPLICATION, THE CONSENT FORM, COPY OF YOUR INSURANCE CERTIFICATE, AND THE AREA MAP (with barricade plan).**

If you have any questions or would like further clarification, please do not hesitate to contact me at (714) 754-5099. The completed application, consent form, area map and proof of insurance must be returned to the Chief Executive Officers Office by mail at: City of Costa Mesa – P.O. Box 1200 – Costa Mesa, CA 92628, or they can be dropped off at: 77 Fair Drive, Costa Mesa, CA 92626 (5th Floor – CEO's Office). *Due date: August 19, 2016*

Thank you in advance for making this a fun and safe event!

Enclosures

REQUEST FOR CLOSING OF STREET - CITY OF COSTA MESA
THIS FORM MUST BE RETURNED TO THE CEO'S OFFICE FOR APPROVAL (Labor Day 2016)

Email: _____

- 1. NAME OF APPLICANT: _____
- 2. ADDRESS: _____ PHONE (____) _____
- 3. NAME OF STREET AND PORTION TO BE CLOSED (PROVIDE RANGE OF ADDRESSES):

- 4. DATE OF CLOSING: _____ BETWEEN WHAT HOURS (**MAX. 6 HOURS**) _____
- 5. ACTIVITIES PLANNED: _____

- 6. Complete the area map detailing the places where the barricades will be placed (streets closed) and also showing the access to the area. This allows both the Fire and Police Departments to plan emergency entrances. Also, provide proof of liability insurance coverage as noted on Item 12 of the cover memo.
- 7. Please fill out "Consent of Residents" form, showing approval of other residents in the enclosed area. Obtain the required consent from all residents within the proposed closed area. These residents must sign the "Consent of Residents" form. If an individual does not want to be included in the proposed closed area, please honor their request. If the individual contacts the City prior to the event to protest inclusion in the closed area, your block party request may be denied.
- 8. The applicant is responsible for obtaining barricades and traffic devices for the street closure. Obtaining the appropriate type of barricades is of vital safety concern for our emergency personnel, as the barricades must be easily removable to allow access for these services. Furthermore, the appropriate barricades provide a safe (free of vehicle traffic) area for both adults and children within the closed area. A list of suggested companies that may be contacted for rental of barricades is attached. The use of inappropriate barricades can cause many unnecessary problems.
- 9. ALL required maps and forms, including proof of liability insurance coverage, must be submitted to:

City of Costa Mesa
Chief Executive Officer's Office
P.O. Box 1200
Costa Mesa, CA 92628-1200

- 10. I, _____, applicant, have read and assume full responsibility for carrying out the General Rules pertaining to this application. Further, I understand that I must follow the attached General Rules pertaining to street closures in the City of Costa Mesa. My block party will be stopped by the Police Department if any violation of these rules occurs during my event.

SIGNATURE OF APPLICANT: _____

.....PORTION BELOW TO BE FILLED OUT BY CITY ONLY.....

Tentative approval by City Department:

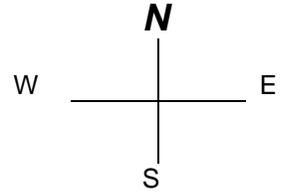
- Police: _____ Comments: _____
- Fire: _____ Comments: _____
- Traffic Eng.: _____ Comments: _____
- Risk Mgr.: _____ Comments: _____

FINAL APPROVAL AND AUTHORIZATION FOR STREET CLOSURE BY:

THOMAS R. HATCH, CHIEF EXECUTIVE OFFICER

DATE

AREA MAP



Block Party Insurance **January 1, 2016 to January 1, 2017**

Please follow the instructions below to purchase liability coverage for your block party through the City's program. Liquor liability is included in the policy. You **do not** need to purchase liquor liability separate unless you will be selling liquor at your event. You will need access to the internet and a credit card to complete the transaction.

- Visit the TULIP website at www.onebeaconentertainment.com
- Under ***TULIP – Event Insurance*** click on ***Purchase or Quote***
- Enter facility ID code: **3730 – 000** (this code is specific to the City of Costa Mesa)
- Complete the first three steps of the form to obtain a quote
- If you are ready to purchase just complete the form and pay with a credit card
- Print generated certificate of insurance and submit with your application.

Listed below are sample rates based on attendance:

0 - 100: \$187.00
101 - 500: \$254.00

Please contact **Ruth Wang** in our Risk Management department at (714)754-5359 or ruth.wang@costamesaca.gov with any questions you may have. Thank you.

CITY OF COSTA MESA

TRAFFIC CONTROL FOR BLOCK PARTY STREET CLOSURES

(Rev 3-2010)

BARRICADE RENTAL COMPANIES

Baker Equipment Rentals
1151 Baker Street
Costa Mesa, California
(714) 545-5521

American Barricades
2141 S. Dupont Drive
Anaheim, California
(714) 634-2663

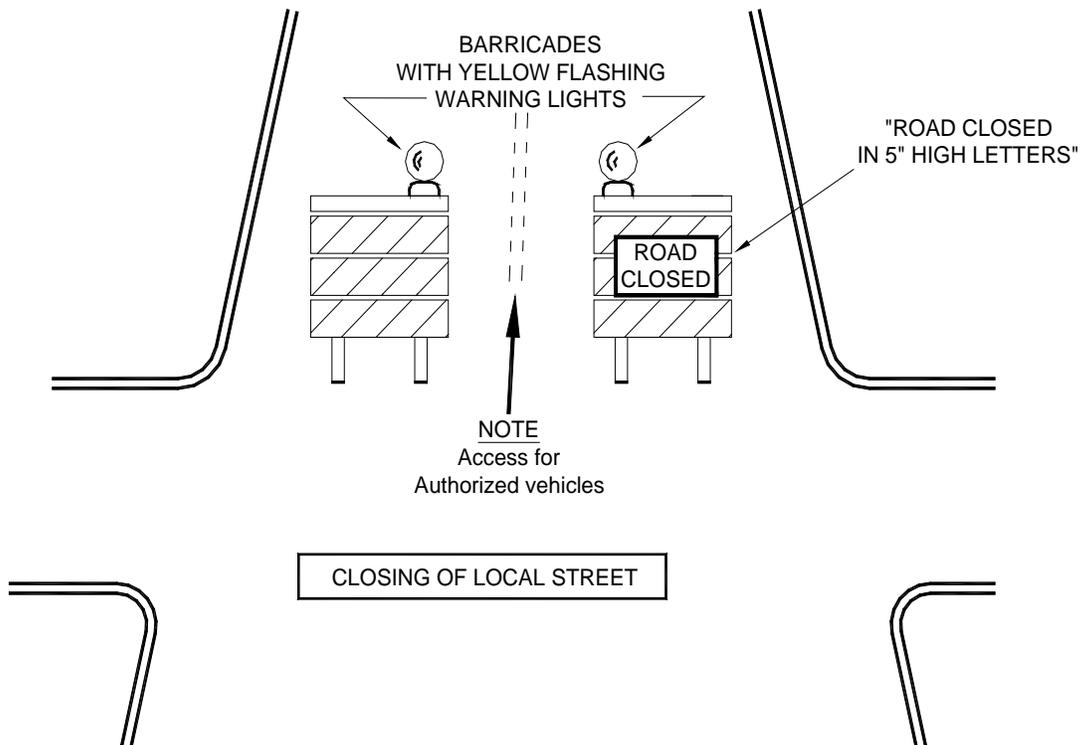
California Barricades
1550 E. St. Gertrude Place
Santa Ana, California
(714) 558-8474

United Rentals
2720 So. Orange Avenue
Santa Ana, California
714-556-0774

United Rentals
16300 Gothard Street
Huntington Beach, California
714-842-7765

Traffic Control Service
1818 E. Orangethorpe Avenue
Fullerton, California
800-222-8274

STREET CLOSURES SHALL HAVE BARRICADES PLACED AT EACH ENTRANCE TO THE STREET AS INDICATED IN THE DIAGRAM BELOW



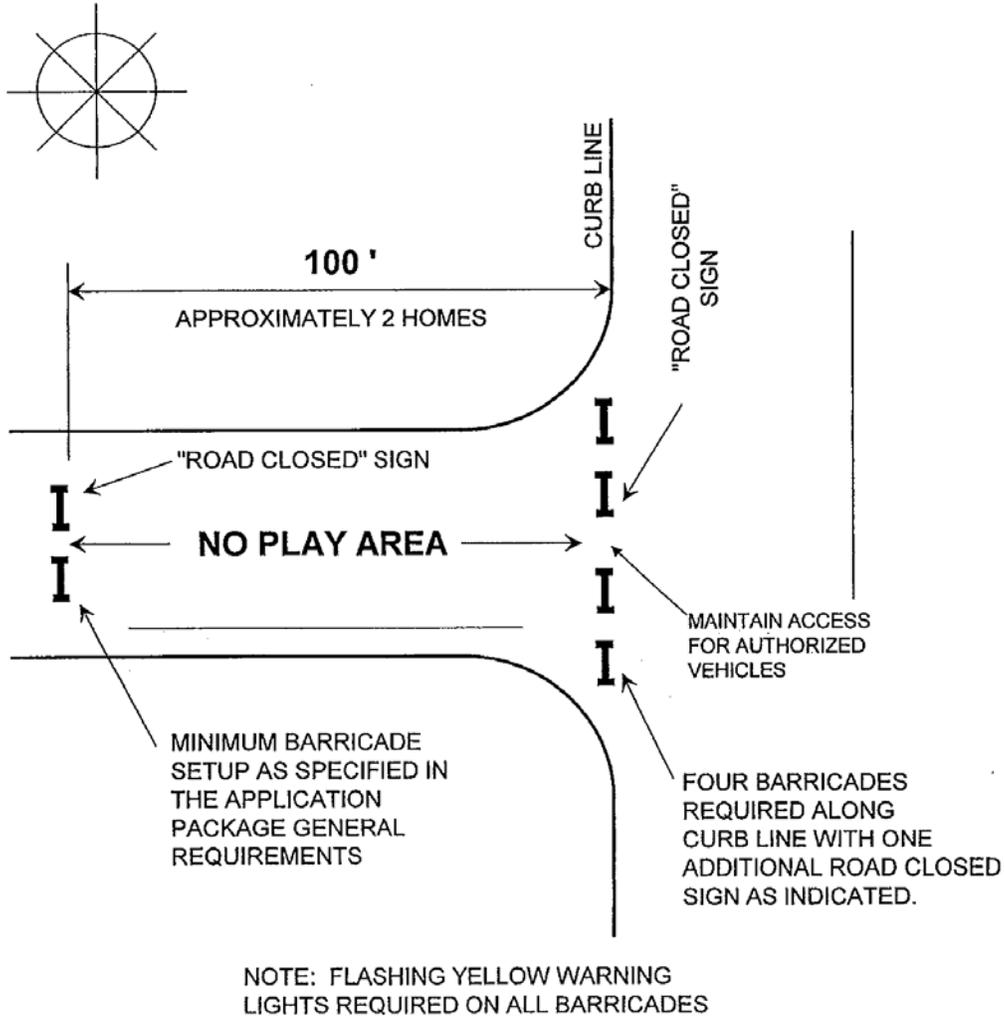
NOTE: THESE ARE MINIMUM REQUIREMENTS. CONDITIONS OF THE PERMIT MAY REQUIRE ADDITIONAL BARRICADES DEPENDING UPON SPECIFIC LOCATION

(*see attached Special Requirements if additional barricades are required by our Police or Fire Departments, due to your location. The City will notify you after your application is submitted & reviewed.)

CITY OF COSTA MESA
TRAFFIC CONTROL FOR BLOCK PARTY STREET CLOSURES
SPECIAL REQUIREMENTS

Additional Traffic Control Requirements for City Approved Block Party

Location: _____



(*SAMPLE SPECIAL REQUIREMENTS*)

**CITY OF COSTA MESA
BLOCK PARTY – Labor Day (2016)
WAIVER AND RELEASE OF LIABILITY**

I _____ (print name) am the applicant and responsible person for the Labor Day Block Party to be held on **September 5, 2016** at _____ (location) in Costa Mesa, California.

I hereby ASSUME ANY AND ALL RISKS associated with the event including but not limited to injuries sustained by participant(s) arising out of strenuous physical activity or exertion; striking or being struck by objects, vehicles or persons; uneven or defective roadway surfaces; exposure to heat, cold or humidity.

I APPRECIATE AND VOLUNTARILY ELECT TO ACCEPT ALL RISKS connected with the block party and any property directly adjacent or appurtenant to the event location.

I HEREBY FOR MYSELF, MY HEIRS, OR ANYONE WHO MIGHT CLAIM ON MY BEHALF AGREE NOT TO BRING ANY CLAIM AGAINST THE CITY OF COSTA MESA AND WAIVE, RELEASE AND DISCHARGE THE CITY OF COSTA MESA, ITS OFFICERS, AGENTS AND EMPLOYEES FROM ANY AND ALL LIABILITY FOR PERSONAL INJURY, DEATH OR PROPERTY DAMAGE INCLUDING LIABILITY ARISING OUT OF THE NEGLIGENCE OF THE CITY OF COSTA MESA OR ITS OFFICERS, AGENTS OR EMPLOYEES. THIS RELEASE AND WAIVER EXTENDS TO ALL CLAIMS OF EVERY KIND OR NATURE WHATSOEVER, FORESEEN OR UNFORSEEN, KNOWN OR UNKNOWN.

I HAVE READ THE FOREGOING AND CERTIFY MY ACCEPTANCE OF THE ABOVE PROVISIONS BY MY SIGNATURE ON THIS DATE _____ (date).

Applicant:

Signature

Print Name