

Block parties are a great way to get to know your neighbors, relax in the public space of your neighborhood and most importantly, have fun! The activities and scope of the block party will vary based on your interests.

Block parties are relatively simple to organize but do involve a little pre-planning.

1. Pick a date, location and type of party.
2. Decide if it's going to be a potluck, light snacks, catered.
3. Tell your neighbors and recruit some co-planners- it'll be easier and more fun!
4. If you plan on closing one or more streets, you'll need a permit*.
5. If you plan on having the party in your local park, you'll need a permit*.
6. If you plan on having loud music or amplified noise, you'll need a permit*.
7. If you plan on serving alcohol or food, you'll need a permit.

Some FAQ's about Block Parties.

If you plan to close your street, you will need a permit. This permit allows you to close one block of a residential street for small-scale block parties such as potlucks and barbecues. **NOTE: You cannot have your event on a street that is a bus route or has a signalized traffic intersection.**

Please follow these steps when applying:

* Complete the following three forms:

1. The required permit form from the Portland Office of Transportation (PDOT), where you must indicate the details of your event and provide contact information. See sample application.
2. A petition, which must have 100% of signatures from all the residents and/or businesses on the street you wish to close. (Side-yards are included in this requirement.) You must go door-to-door in order to obtain these signatures from all effected neighbors. If a house is vacant, or you are unable to contact the resident after several attempts, simply note the number of the house and write "vacant" or "not able to contact," as you are required to account for all houses on and adjacent to the block. See sample petition.
3. The traffic map, where you must indicate the street proposed for closure, and surrounding streets. See sample traffic map.

Once completed, you must return these three forms to SE Uplift in order to receive liability insurance for your event. Due to the rising cost of insurance, a \$5 fee is REQUIRED by each applicant in order to cover the cost of providing liability insurance for your event. (Cash or check will be accepted).

NOTE: You must submit your completed block party application to SE Uplift, at least three weeks prior to the date of your block party, to ensure successful processing.

- Once the application and payment is received, SE Uplift will fill in the necessary liability insurance information, and fax the application to the Portland Office of Transportation (PDOT) for review and approval.
- Staff from PDOT will contact you directly if any follow-up is needed and send the permit back to you once it is approved.
- Once you have been approved to close your street, you must arrange to have three Type I barricades with "Street Closed" signs (equipped with flashing yellow lights if the street will be closed after dusk) placed at both ends of the closed street (six barricades total).
 - You can find companies that offer specific Block Party packages (approximately \$35), which can be found in the yellow pages under "Barricades."
- Keep the permit available on site at your block party for potential review.

Some things to keep in mind:

- If you plan to close more than one street or hold an event that will likely attract guests from across the city, a separate permit is required. Contact the Portland Office of Transportation, 503 823-5185 for more information.
- If you plan to have loud music, or amplified noise, you will need to fill out an application and obtain a permit from the City of Portland Noise Control Office, 503 823-7350.
- If you would like to have your block party in a local park rather than the street, you will need a separate permit from Portland Parks and Recreation, 503 823-2525.
- If you would like to host a block party as part of National Night Out (NNO), you must pre-register at www.portlandonline.com/oni. Noise, street closure and park permit fees will be waived for all NNO registered events.

- Neighborhood coalitions will NOT cover races, or any events where alcoholic beverages are sold, or mechanical devices such as merry-go-rounds are being used.

National Night Out

National Night Out is a unique community event, celebrated in the United States and Canada that focuses on prevention of crime and drug activity, and is held the first Tuesday of August every year.

NATIONAL NIGHT OUT is designed to:

- Heighten community awareness of crime and drug prevention;
- Generate support for, and participation in, local anti-crime programs;
- Strengthen neighborhood spirit and police-community partnerships; and
- Send a message to criminals that neighborhoods are organized and fighting back
- Promote emergency preparedness awareness

In order to be officially recognized as a NNO event, you must register through the Portland Online website, www.portlandonline.com.

The police are committed to getting an officer to visit every NNO party. Fire stations have fewer personnel, and it is not possible for them to visit every party, but they will make an effort if requested.