



One Time Special Event
Temporary Street Closures

Application Packet

For sidewalk sales, block parties, one-day festivals, processions, fun runs, and short-term parking lot closures.

Fees:

\$50 application fee.

PLUS \$25 application fee, if requesting street closure.

Fees MUST accompany application at time of submission. Please allow time for a 30-day application process.

Please return to:

Julie Christel, Council Services and Legislative/Records Manager
City of Oakdale
280 North Third Avenue
Oakdale CA 95361
(209) 845-3571

Planning A One Time Special Event?

The City of Oakdale supports the efforts of residents to organize a one-time special event, such as sidewalk sales, one-day festivals, processions, fun runs, and short-term parking lot closures and/or neighborhood block party events. However, since a special event may require that affected street(s) be closed to traffic for the duration of the event, advance notice to the City is required. These conditions have been established to ensure the safety of our community members, as well as to prevent excessive inconvenience to neighboring residents and businesses.

Step One – Obtain A Special Event/Block Party/Temporary Street Closure Application

- Visit the City of Oakdale website at <http://www.oakdalegov.com> click on City Government; Administration Department; Events Applications
- **OR** call or visit Oakdale City Hall
280 North Third Avenue, Oakdale, CA 95361
(209) 845-3573 – Business hours M-F, 8:00 a.m. – 5:00 p.m. (excluding holidays)

Step Two – Complete & Return the Application With \$50 Processing Fee

Applications for Special Event/Block Party/Temporary Street Closure Permits must be submitted no less than 30 business days prior to the date of the event. If a temporary street closure is requested, the application shall include a petition page with at least 2/3 of the signatures of the property owners/residents/businesses including churches verifying their consent to the street closure in writing. A \$50.00 non-refundable application fee is required when submitting the paperwork.

As a condition of the permit, the undersigned shall maintain general liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury, and property damage. Undersigned's general liability policies shall be endorsed to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. When alcohol is being served or sold at any permitted facility, it is mandatory that the General Liability policy include Liquor Liability coverage. This insurance requirement can be satisfied by a commercial insurance policy or a Special Event policy purchased specifically for this event along with the Special Event/Block Party/Temporary Street Closure Application.

Step Three – Receiving the Special Event/Block Party/Temporary Street Closure Permit

Once City Staff receives the complete Application package including any petition supporting a related street closure (if applicable), signature page and \$50.00 application fee, and the insurance requirements have been verified, the application will be forwarded to the Oakdale Police Department, Fire Department, and the Public Works Division of the Public Services Department for review and acknowledgement.

After inclusion of any special conditions from affected City Departments in addition to the standard conditions, City Staff will notify the applicant via telephone that the approved Special Event/Block Party/Temporary Street Closure Permit is available for pick up at City Hall.

If requesting a street closure a \$25 application fee is charged. The City of Oakdale sets up traffic control equipment for these events; applicant to coordinate with the Public Services Department (Public Works Division) by calling 209-845-3600 during normal business hours.

ONE TIME SPECIAL EVENT & TEMPORARY STREET CLOSURES RULES AND CONDITIONS

1. Petition (If Street Closure is Involved)

- a. At least 2/3 of the property owners/residents/businesses, including churches on the street within the affected area must show their consent in writing on the attached petition. Only one adult signature per household/business, etc. is required. Multiple signatures from the same address will not be counted.

2. Hours/Excluded Dates

- a. A one-time special event may be held between the hours of 7:00 a.m. – 10:00 p.m.
- b. Permit requests may be denied where other previous requests have been approved in the vicinity for the same time period.

3. Insurance/Responsibility

- a. The City of Oakdale assumes no responsibility for claims, damages, or injuries that may arise out of the conduct of this event.
- b. As a condition of the permit, the undersigned shall maintain general liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury, and property damage. Undersigned's general liability policies shall be endorsed to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. When alcohol is being served or sold at any permitted facility, it is mandatory that the General Liability policy include Liquor Liability coverage. This insurance requirement can be satisfied by a commercial insurance policy or a Special Event policy purchased specifically for this event along with the Special Event/Block Party/Temporary Street Closure Application.
- c. Permitted activities are limited to those identified in the specific insurance limitations for that particular event. If activities not authorized by the insurance provider's limitations occur, the approval permit becomes invalid.
- d. Special Event/Block Party/Temporary Street Closure permits are issued pursuant to the provisions of Oakdale Municipal Code and are subject to the terms and conditions contained herein.

4. Access

- a. As a condition of the Fire Department, all streets closed to vehicle traffic will have emergency vehicle access. This will include a minimum unobstructed width of twenty (20) feet. All fire hydrants, fire sprinklers and/or standpipe system connections are to remain readily visible, accessible and unobstructed. All booths, tables, or other objects shall be placed so that they may be removed quickly for emergency equipment. It is the applicant's responsibility to ensure the enforcement of the aforementioned conditions.
- b. Organizers must allow vehicle and pedestrian access to businesses/residences at all times for all property owners and residents within the barricaded area.
- c. Organizers may not impede pedestrian right-of-way nor block access to any establishment in any manner.
- d. Organizers will need to provide adequate parking to accommodate all attendees.

5. Safety

- a. Block parties should be planned for cul-de-sacs or other local streets that will not obstruct traffic flow on important through-streets including certain collector and/or arterial streets.
- b. Organizers must comply with any direction of any sworn public safety officer whenever there is an emergency that requires action to protect public safety.
- c. From the time of closure of the street to the time of reopening, the site will need to be secured and monitored by the applicant or the individual designee as responsible for the event.
- d. Organizers shall not allow the sale, serving or consumption of alcoholic beverages on **public** property in conjunction with the event.
- e. Any music, live or recorded, should be at a level as to not disturb the peace and shall conform to the City's Noise Ordinances and Standards. Should complaints be received, a Police Officer may direct the music be turned off and the issuance of a citation may result.

6. Barricades

- a. Organizers shall coordinate barricades with the Public Services Department; Public Works staff will set up barricades and traffic control devices specific to your event.

7. Clean Up

- a. Organizers shall be held responsible for the return of all public and private property in the immediate vicinity of the venue to the condition existing prior to the event and shall be responsible for the cleanup of any litter or debris which may accumulate as a result of this event.
- b. Organizers will need to provide adequate trash containers for waste that may be generated by the event.

ONE TIME SPECIAL EVENT & TEMPORARY STREET CLOSURES APPLICATION

1. Applicant:

Name of Organization _____ Phone _____

Email Address _____

Mailing Address _____ State _____ Zip _____

Address of Event _____

2. Contact Person and Number on site the day of the event:

Name _____ Phone _____

3. Hours - Maximum hours are 7:00 a.m. – 10:00 p.m.

Dates: _____ From: _____ To: _____

Day: Sun _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____

4. Location of Street Closure:

Street Name: _____ Between: _____ & _____
(cross street) (cross street)

5. Number of Affected Properties:

Number of occupied houses or businesses within proposed boundaries: _____

6. Estimated Attendance:

Number of residents and guests: _____

7. Event Type:

Sidewalk Sale (1 Day) Short-term Parking Lot Closure Neighborhood Block Party

One-day Festival Procession Fun Run

ONE TIME SPECIAL EVENT & TEMPORARY STREET CLOSURES APPLICATION

8. Activities (Please check all that apply)

- Live Music Recorded Music Stage/Lighting Jolly Jump Pony Rides/Livestock
- Alcohol¹ Food Vendors² Other: _____

9. Features Involved with Event & Site Map

Include a usable map (to scale) to identify all aspects of your event with the general location and name of features:

- Electrical Generators Vendors and Booths Stage/Lighting Sound Systems
- Comfort Stations (water and first aid) Portable Toilets Electrical Power Sources Other

10. Insurance Requirements:

As a condition of the permit, the undersigned shall maintain general liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury, and property damage. Undersigned's general liability policies shall be endorsed to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. When alcohol is being served or sold at any permitted facility, it is mandatory that the General Liability policy include Liquor Liability coverage. This insurance requirement can be satisfied by a commercial insurance policy or a Special Event policy purchased specifically for this event along with the Special Event/Block Party/Temporary Street Closure Application. If activities beyond those permitted by the insurance provider occur, the approved permit becomes invalid.

A copy of the General Liability Insurance must be attached to the application upon submittal.

By signing below, I agree to indemnify hold harmless, and defend the City and its representatives against liability and/or loss arising from activities connected with and/or undertaken pursuant to the Permit. The City is not liable for any business loss, property loss, or other damage that may result from the use of the Permit, or suspension or revocation of the Permit. No vendor shall maintain any claim or action against the City, its officials, officers, employees, or agents on account of any suspension or revocation.

Name _____ Signature _____ Date _____

¹ Alcohol Permit may be required.

² Stanislaus County Temporary Food Facility Permit may be required.

