



Get To Know Your Neighbors:

Organize A BLOCK PARTY This Summer!

Contents:

- Getting Started
- Permits and Licenses
- Street Closure
- Apply for an OMOVNA Block Party Grant
- Additional Resources
- Block Party Permit Application
- OMOVNA Block Party Grant Application
- Attendance Sheet
- Sample Block Party Invitation

Published by [Old Mountain View Neighborhood Association](http://www.omvna.org), June 12, 2022, based on information current as of that date. This guide is intended as a very general reference and starting point for organizers of neighborhood block parties. Organizers should take care to verify that city ordinances and regulations regarding block parties have not changed since the publication date of this document. OMOVNA cannot be held responsible for such changes in city ordinances and regulations.

Please be mindful of the environment when printing from this document and only print out those pages you absolutely need, preferably double sided, when possible.

The most current version of this document lives at
<http://www.omvna.org/OMVNAblockparty.pdf>

Getting Started

Here are some helpful tips

- Determine the number of families you want to participate.
- Form an organizing committee (four to eight people).
- Choose a location – someone’s front yard or the middle of a street, etc. (See Street Closure section for details on getting permission to close off a street.)
- Choose a day and time – e.g., 11 a.m. to 4 p.m. on a Saturday or holiday such as July 4th or Labor Day.
- Give people the option to stop by for a short time or stay for the whole day. Arrange for food and supplies.
- A potluck is a good idea to make it simple.
- Think green, consider having neighbors bring their own reusable plates and utensils.

Permits and Licenses

The Block Party Permit is FREE from the city of Mountain View.

According to the city website, the reason for this free permitting process is to alert MVPD, so they can prepare for and monitor events and respond effectively to any problems. The permit is required for any event that involves blocking off a residential street or streets. These permits are only given to non-profit groups or for residential neighborhood street closures.

Get the Block Party Permit

- Download and fill out the application (in the Block Party Packet or the city link below)
- <https://www.mountainview.gov/civica3/filebank/blobdload.aspx?blobid=2591>
- Submit Application
Application MUST be submitted via fax or in person to the MVPD at least 30 days prior to your event!

Event organizers are responsible for signs and equipment (i.e. cones, barricades) needed to close down streets. These can be purchased at hardware stores. The city will not provide signs or other equipment. OMVNA, however, has equipment to loan.

Block party organizers often ask “Can a police officer come by our block party to talk to kids and show a police car?” You can make a request and MVPD will ask the supervisor to send a patrol officer. However, because of manpower and calls for service, there are no guarantees.

- MVPD Contact (650) 903-6418

Live Entertainment

In addition to the Block Party Permit, if you plan to (or wish to) have a band or other “live performance” at your party, you may be required to obtain a “**Live Entertainment Permit**”.

Most block parties will not be subject to this requirement and it would probably be a better idea not to subject yourself to it; unlike the Block Party Permit, it is not free, nor is it inexpensive.

If there is any question about what you are planning vis-a-vis the “Live Entertainment Permit” requirements, contact Sgt. Cary Shueh, 650-903-6367

<https://www.mountainview.gov/depts/police/info/permits.asp#live>

Jump Houses

Note that depending on where they are located, the use of Jump Houses can also require a city permit. The MVPD can direct you to the proper resource to answer that question.

Information on other permits and licenses the police department issues can be found at

<https://www.mountainview.gov/depts/police/info/permits.asp>

Street Closure

As mentioned in the Permits and Licenses Section, Street Closures are possible and are granted as part of the Block Party Permit application process. MVPD approval is required, as they hold the master calendar for street closures and other civic events requiring police oversight.

EARLY coordination (AT LEAST 30 days ahead, preferably sooner) with the MVPD is critical to your date selection, to make sure the date is not unacceptable to the MVPD for some reason.

For example, a Block Party Permit for a party on Hope between Yosemite and Church might not be approved for the same weekend as the Art & Wine Festival, for obvious reasons. However, a party on Jesse or Eldora on that same weekend may be approved, at MVPD's discretion, based on the demands on the department for that weekend.

Street closure equipment is available for loan from the OMVNA Old MTV Eventors.

Email blockparty@omvna.org to arrange.

Apply for an OMVNA Block Party Grant

In 2022, the OMVNA Steering Committee approved a resolution authorizing a grant of up to \$50 for parties with 10-19 people, \$100 for parties with 20-39 people, and \$150 for parties with 40 or more people.

This policy was established in fulfillment of the purposes of the Association, namely, the promotion of cultural, civic, social, educational and recreational activities for the benefit of the residents of the Old Mountain View neighborhood.

To apply for a grant for your block party, please complete the application found in the Block Party Packet and submit it to BlockParty@omvna.org

Inside the Block Party Packet

- MVPD Block Party permit application
- OMVNA Block Party Grant application
- Sample Invitation
- Party Attendance Sheet (necessary to verify grant amount)
- Several resource links

Within two weeks of the block party, submit receipts from your party (exclusive of alcohol) and attendance sheets to the MTV Eventors **Google form**. Once approved, you will receive a reimbursement in the form of a check from the OMVNA Treasurer.

Additional Resources

- For answers to any other questions you might have about organizing a Block Party in Mountain View, see <https://www.mountainview.gov/depts/police/info/permits.asp#block>
- <https://www.mountainview.gov/faqs/categoryqna.asp?id=66#:~:text=All%20block%20parties%20and%20dances.days%20prior%20to%20the%20event>
- Street Closure supplies available. Email blockparty@omvna.org.
- Also, a number of veteran party organizers read the OMVNA-Talk. To join this group, visit <https://omvnatalk2.groups.io/g/main>

BLOCK PARTY APPLICATION

Block Party Permits will be issued by the Chief of Police or his/her designated representative when applicants for such permits have satisfactorily demonstrated that such permits will not be detrimental to the peace, safety, health, and welfare of those citizens residing in or adjacent to the permit area.

Date of Application: _____

Name of Applicant: _____ Date of Birth: _____

E-Mail Address: _____

Address: _____ Phone No.: _____

Street Location of Event: _____

Date of Event: _____ Time: _____

Reason for Event: _____

Extent of Neighborhood Support: _____

Proposed Activities (dance, music, etc.): _____

Signature of Applicant: _____

FOR OFFICIAL USE ONLY

<p>FIRE DEPT.</p> <p>___ Approved ___ Denied</p> <p>Return to Police</p>

<p>TRAFFIC ENG.</p> <p>___ Approved ___ Denied</p> <p>Return to Police</p>

<p>POLICE DEPT.</p> <p>___ Approved ___ Denied</p>

Recommendations: _____

OMVNA Application for Block Party Grant	
Grant amount depends on the number of people attending. An attendance sign in sheet required for verification. \$50 grant (10-19 people), \$100 grant (20-39 people), \$150 grant (40+ people). Applicants/street location may receive up to one grant annually.	
Organizer's Name:	
Organizer's Address:	
Organizer's Phone:	
Organizer's Email:	
Location of Party:	
Date and Time of Party:	
Road Closure Supplies:	Requested: Yes No <i>(Signs & cones available to borrow)</i>

The organizers of this block party hereby indemnify and hold harmless the Old Mountain View Neighborhood Association, its Steering Committee, officers and directors, from any and all liabilities arising from the planning and execution of the block party for which this grant is provided.

Applicant certifies that he or she is at least eighteen (18) years of age.

<i>I certify that I am at least eighteen (18) years of age.</i>

Signature of Applicant *(print to sign)*

Date

--

Printed Name of Applicant : _____

Please complete this application and send it to OMVNA Old MTV Eventors 181 Church Street, Mountain View, CA 94041. Mail and hand delivery are both acceptable. Alternatively, you can scan the documents and email them to **blockparty@omvna.org**. Application should be received two weeks before the party.

Within two weeks after the party, submit receipts and the attendance sheet from your party (exclusive of alcohol) to the Social Committee Lead at the same address. You will then receive a reimbursement in the form of a check from the OMVNA Treasurer.

Block Party:

Page#:

	Name	Address	# Adults	# Kids	Phone	Email
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

PLEASE COME
NEIGHBORHOOD
BLOCK PARTY

Monday, July 4, 2022

11 AM to 4 PM

Come for the full five hours, or just drop by when you can and stay as long as you like. We plan to eat about 1:00 but the barbecues will be available the entire time.

BRING THE ENTIRE FAMILY!

on First Street near Orange

(The street will be closed to auto traffic between 10 am and 6 pm that day, by permission of Mtn. View Police Department.)

FOOD: Bring your own beverage, hot dogs or hamburgers to grill, and a dish to share. Barbecues, paper products and condiments provided.

GAMES: Ping pong, croquet, frisbee, races for kids, cards, volleyball; if you have a good outdoor activity or game idea, bring them along!

RELAX, TALK, MEET YOUR NEIGHBORS: Bring a lawn chair or two, if you can.

Organizers of the Block Party are: Fred and Wilma Flintstone, 555-9999 (flintstones@bedrock.com), Barney and Betty Rubble, 555-9000 (rubbles@bedrock.com) and Joe Rockhead, 555-7772. Call any of them with questions, comments or ideas, or if you want to help.

Clean up volunteers needed between 5 and 6 pm.

PLEASE COME!!