



CITY OF COSTA MESA

P.O. BOX 1200, COSTA MESA, CALIFORNIA 92628-1200

FROM THE OFFICE OF THE INTERIM DIRECTOR OF COMMUNICATIONS

August 7, 2011

TO: COSTA MESA RESIDENTS

FROM: DAN JOYCE, INTERIM PUBLIC AFFAIRS MANAGER

SUBJECT: LABOR DAYBLOCK PARTY AND STREET CLOSURE REQUEST

Twice during the year (July 4 and Labor Day) Costa Mesa residents may request the closing of streets for block parties, pursuant to Title 9, Article 11-3/4 of the Costa Mesa Municipal Code and Resolution 04-46. To ensure that your event is a successful one with minimal inconvenience to others, please read the General Rules below and complete fully 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 CITY MANAGER'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 Risk Management Division, at (714) 754-5359. A rate sheet is attached for reference.**
13. The City of Costa Mesa allows the discharge of Certified "Safe and Sane" fireworks only! Please use and dispose fireworks properly.

Application packets will not be accepted after August 22, 2011. 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 31, 2011 and will receive written notification prior to the event. *PLEASE RETAIN THESE INSTRUCTIONS AND GUIDELINES. RETURN ONLY THE REQUEST APPLICATION, THE CONSENT FORM, AND THE AREA MAP.*

If you have any questions or would like further clarification, please do not hesitate to contact me at (714) 754-5688.

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 CITY MANAGER'S OFFICE FOR APPROVAL

- 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:

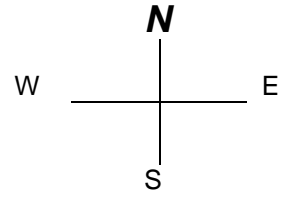
- Police: _____ Comments: _____
- Fire: _____ Comments: _____
- Traffic Eng.: _____ Comments: _____
- Risk Mgr.: _____ Comments: _____

FINAL APPROVAL AND AUTHORIZATION FOR STREET CLOSURE BY:

THOMAS R. HATCH, CHIEF EXECUTIVE OFFICER

DATE

AREA MAP



TENANT USER EVENT RATES
January 1, 2011 to January 1, 2012

LIQUOR LEGAL LIABILITY RATES

HAZARD GROUP I ONLY:

Alcoholic beverages **served** charge \$60.00 premium for each day of the event. Rate includes taxes and fees.

HAZARD GROUPS II AND III:

Require prior company approval. The rates are noted below, and are based on number of attendees and whether alcoholic beverages will be provided as part of the block party:

Block Parties - **NO** Liquor:

Under 100 - \$83.32
101-300 - \$116.15

Block Parties **WITH** Liquor:

Under 100 - \$247.46
101 to 150 - \$338.36
151 too 300 - \$363.36

Should the block party applicant expect more than 300 attendees, then the request will need to be submitted to underwriter for approval.

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

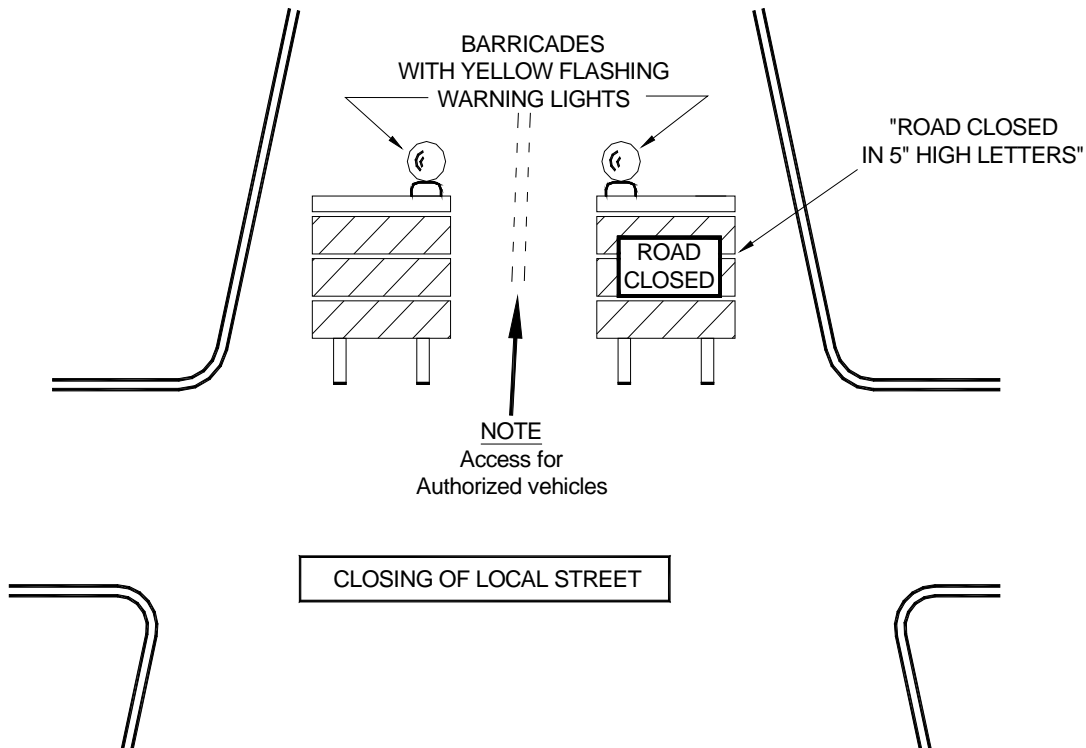
California Barricades
1550 E. St. Gertrude Place
Santa Ana, California
(714) 558-8474

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

CITY OF COSTA MESA
BLOCK PARTY
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, 2011** 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