



# NEIGHBORHOOD BLOCK PARTY



# What is a Block Party?

*A block party is a large, informal public celebration that provides you and your neighbours the opportunity to socialize and have fun together. Block parties help promote a stronger sense of community, enhance safety within the neighbourhood, and celebrate the reasons why people call Edson home.*

Top Reasons to have a Block Party

1. To have fun- no excuses or reasons needed to celebrate!
2. To meet your neighbours. When you know who lives in your neighbourhood, you are more likely to identify strangers or suspicious people.
3. To increase that sense of belonging in a community.
4. To strengthen neighbourhood spirit and encourage residents to look after the neighbourhood.
5. To make additional connections within the community. When you know people, you can exchange skills or resources and perhaps organize a book club, baby-sitting co-op, share walking to school duties, or find new friends for your children.
6. To meet some old time residents in the neighbourhood and learn the neighbourhood's history.
7. To establish new friendships.
8. To learn a little about each other and who might need a little extra help from time to time.
9. To have a neighbourhood clean-up day, play some good music and barbeque once all the work is done.
10. To start a neighbourhood tradition of getting together at least once a year.



## Having a Block Party in 3 easy steps:

### Step 1

Submit (for free) the application package to the Town of Edson

### Step 2

Use the attached tool kit to plan and host your party

### Step 3

Apply for your Block Party Rebate

The Town of Edson will give a maximum rebate of \$200.00 for Block Party eligible expenses!!!!

The rebate is available for up to 5 Block Parties a year!

# Step 1

## Application Package

1. Fill out the Block Party Application Form.
2. Using the Permission to Block the Street form, obtain signatures from at least 75% of the residents on the block indicating their consent. Make additional copies as needed.
3. Submit the completed Block Party Application Form and Permission to Block the Street Form to the Town of Edson Community Services Department at the indicated address. Photocopies of the signatures will not be accepted. Incomplete forms will be returned to the applicant unprocessed.
4. The Town of Edson Community Services Department must receive an application at least 15 calendar days before the event.
5. You will receive a permit within seven (7) days after the complete application is received. If the permit is not received by this time, please call 780-723-4403 to inquire.
6. Copies of this permit, once approved, are distributed to the following key contacts:
  - a. Applicants
  - b. Town Manager
  - c. Director Community Services
  - d. Director of Operations
  - e. Emergency Services - Edson Fire Department, R.C.M.P., Ambulance Services.
7. A maximum rebate of \$200.00 is available from the Town of Edson towards Block Party eligible expenses. Eligible expenses shall include, but are not limited to, food, non-alcoholic beverages, and entertainment. It is at the discretion of the Director of Community Services, or his/her designate, which expenses shall be deemed eligible.
8. A maximum of five (5) block parties per year may receive the above mentioned rebate from the Town of Edson.



## Block Party Application Guide

The Town of Edson will issue Block party Permits provided that certain conditions are met. These conditions have been established to ensure the safety of our community members, as well as to prevent excessive inconvenience to neighbouring residents and businesses.

### Block Party Restrictions

1. Generally, Block Party Permits will be approved for Saturdays, Sundays, and holidays.
2. Approval for temporary road closures for Block party purposes only shall be at the discretion of the Director of Community Services or his/her designate. No Block Party Permits will be granted for those roadways specified as "Priority Routes. See Schedule "D"
3. The organizer must allow the use of the designated street by emergency vehicles, including police vehicles.
4. Organizers are responsible for arranging of barricades on the street during the time of the function, and removal of the barricades at the conclusion of the function. Barricades must be place at each end of the block, adequately warning vehicles of the street closure. The Town will provide barricades free of charge. Organizers are responsible for the safe return of barricades and will be invoiced for any damaged barricades. If barricades are not available from the Town, party organizers must rent barricades from a private vendor. Barricades must be illuminated after dark.
5. Block Parties can take place between 10:00 am and 10:00 pm only. Music can be played between 10:00 am and 8:00 pm.
6. Organizers will save the Town harmless from any claims, lawsuits, etc. arising from this function.
7. Organizers are liable for any damage done to Town property and private property on the site during the event.
8. Noise levels must remain within limits acceptable to neighbouring property owners (see attached noise bylaw for more details.)
9. Alcohol is not permitted on public property.
10. No open fires are permitted on the Town right of way.
11. All structures, tables, etc. should be placed at the sides of the street and must be easily removable.
12. Organizers are responsible for clean-up of the streets to the condition prior to the function.
13. The applicant(s) will be the contact person(s) in charge of the function and must remain at the Block Party until its conclusion.
14. All Town of Edson Bylaws need to be followed.
15. The applicant(s) must complete and return the Block Party Application Form, the Permission to Block the Street Form (SHOWING PERMISSION FROM AT LEAST 75% OF THE NEIGHBOURS WHO ARE AFFECTED), and follow the Block Party Application Procedure as outlined in Town Policy.





Roads not eligible for temporary closure

September 9, 2014

# Step 2

## Use the Block Party Tool Kit & Host the Party

### Getting Started

The Town of Edson has lots of resources to help make your party a success.

#### The Block Party Kit has:

- Barricades to block your street
- Recreation equipment and other activities

#### Tips and Ideas

- Give yourself plenty of time for the first time Block Party distribute the first flyer requesting feedback 4-5 weeks before the event.
- Use natural neighbourhood boundaries where possible (i.e. end of the block). Make sure you invite everyone in the area you select.
- Block Parties can also be held in some of the public parks around town- Call the Town office for more details
- Try not to go overboard; it can make people feel the event is too much work. Keep it simple.
- Determine bad weather alternatives. Ex. set up alternate bad weather day / does anyone in the neighbourhood have a large garage that can be used / is there a large event tent available for use.
- Decide if pets are allowed



### Find neighbours who are interested in helping you organize the event.

- If this is the first time your neighbourhood has had a block party, you may want to survey or send a flyer out to your neighbours. (See example- Block Party Questionnaire) After the results are collected, invite everyone interested to a planning meeting..
- Choose a date. Choosing a date that works for most can be challenging.
- Submit the **Block Party Application** and the **Permission to Block the Street** form.



### Tasks to Delegate at the Planning Meeting:

- Send out invitations
  - Everyone in the neighbourhood as well as anyone else who might be invited (Mayor, councillors, RCMP, firefighters etc.) (See example - invitation)
- Set up
  - Designate areas for food, seating, music, and activities.
  - Line up tables for the food and have several garbage cans / recycling bins available.
  - If using BBQ's. Make arrangements on who is bringing them.
  - Provide residents with an evaluation (See example - Evaluation Form) at the end of the event to collect any new ideas for next year.
- Name tags and sign in sheet.
  - Name tags are important. Decide what you want neighbours to write on their name tag. Ex. First and last name, house number.
  - It is a good idea to have a sign-in sheet with the names of everyone who attends
- Food
  - Determine which type of menu will work best. Ideas include:
    - Potluck - Everyone brings one dish to share. A popular idea is to have even # houses bring dessert and odd # houses bring salad or main dish.
    - Barbecue-Depending on your neighbourhood preference, the organizing committee can collect money and purchase all food items for the event OR everyone brings his or her own items to BBQ.
    - Picnic-Everyone brings their own meal.
    - Catered-Everyone shares the cost and the food is purchased.
  - Decide if it will be coordinated or if everyone will bring his or her own tables and chairs, plates, cutlery and cups, and beverages.
- Plan activities

### Clean - up

- Garbage cans and bags. Garbage bag tags are available from the Community Services Dept. in the Town of Edson on request.
- Recycle
- Remove all traffic barricades
- Return all barricades and Block Party Package contents to the Galloway Station Museum

# Step 3

## Block Party Rebate Application

Purchase your food, beverages and other supplies. Complete the Block Party Rebate Application form and submit the form with original receipts to the Community Services Department in the Town Office.

A maximum rebate of \$200.00 is available from the Town of Edson towards Block Party eligible expenses. Eligible expenses include, but are not limited to, food, non-alcoholic beverages, and entertainment. It is at the discretion of the Director of Community Services, or his/her designate, which expenses shall be deemed eligible. If you are not sure which of your expenses are eligible, please contact the Community Services Department in the Town Office 780-723-4403 or by e-mail [cserv@edson.ca](mailto:cserv@edson.ca)

A maximum of five (5) block parties per year may receive the above mentioned rebate from the Town of Edson.



**These items are available to rent from different organizations in our community:**

Edson & District Boys & Girls Club: 780-723-7240

Bouncy House: Cost: \$225.00 for 24 hours. Deposit of \$200.00 required.

Cotton Candy Machine: Cost: \$50.00 includes 2 cups of sugar. Deposit of \$50.00 required.

Tailsman Energy: 723-9800

BBQ



# Forms and Examples

## Block Party Questionnaire

A few neighbours have been talking and we thought it would be fun to get together and have a "meet-on-the-street event". This would be an opportunity to get to know one another. To get this event underway, we would like to know what you think!

\_\_\_\_\_ YES, our family would be interested in participating in this Block Party

\_\_\_\_\_ NO, will not attend, but have no objection to blocking off the street (if needed) for this event.

What would be the best time of day and the best date?

1 st choice \_\_\_\_\_  
Date \_\_\_\_\_ Time of Day \_\_\_\_\_

2 nd choice \_\_\_\_\_  
Date \_\_\_\_\_ Time of Day \_\_\_\_\_

Your Name \_\_\_\_\_ Address \_\_\_\_\_

Evening Phone \_\_\_\_\_ Day time Phone \_\_\_\_\_

A planning meeting is scheduled for \_\_\_\_\_

Would you be interested in helping organize this event? Yes  No

Do you have a talent you would like to share with us? \_\_\_\_\_

Which of the following suggestions would suit your family the best? Indicate your 1 st and 2 nd choice.

- A. Each family brings their own hamburger, buns and refreshments, plus a dessert or a salad to share.
- B. The hamburgers & buns are supplied and everyone contributes money to pay for them
- C. Each family brings their own refreshments plus an appetizer, salad or dessert to share.
- D. Each family brings their own picnic meal and dessert to share.
- E. Everyone brings one dish to share (casserole, salad, or dessert - to be assigned) and their own refreshments.

1 st choice \_\_\_\_\_ 2 nd choice \_\_\_\_\_

Would you be willing to bring your barbeque and help cook? Yes  No

Committee members will be around to pick up this flyer on \_\_\_\_\_

If you have any questions, please contact: \_\_\_\_\_

Thanks Neighbour!

# BLOCK PARTY

**You are invited!!!**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Please RSVP by \_\_\_\_\_

Yes, I will be attending

No, I will not be able to attend

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Please drop your RSVP off at

\_\_\_\_\_

## Block Party Evaluation Form

To help plan future block parties your feedback is appreciated.

What were the 3 best things about the block party?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What 3 things would you recommend for the next party?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

How would you like to maintain the neighbourhood connection that was started at the block party during the rest of the year?

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Are you willing to help with the planning of a future neighbourhood event? Yes  No

If yes, please leave your name and phone # \_\_\_\_\_

Return this form to \_\_\_\_\_

Thanks

**COMMUNITY BLOCK PARTY POLICY CS-4  
SCHEDULE "A"  
BLOCK PARTY APPLICATION FORM**

Organizer(s) First and Last Name:	
Street Address:	
Postal Code:	
Email:	
Phone:	
Event Location:	
Neighbourhood:	
Date of Party:	
Start Time:	
End Time:	

Street Closure Required: Yes  or No

Barricades are to be placed in front of

House # \_\_\_\_\_ and House # \_\_\_\_\_

House # \_\_\_\_\_ and House # \_\_\_\_\_

**You must have permission from at least 75% of the households who are affected by the street closure. Please include the completed "Permission to Block the Street" form with this application.**

Number of Homes being invited: \_\_\_\_\_

Forward your application to:

Town of Edson Community Services Department

Box 6300 605 – 50<sup>th</sup> Street

Edson, AB T7E 1T7

Email: [cserv@edson.ca](mailto:cserv@edson.ca)

**COMMUNITY BLOCK PARTY POLICY CS-4  
SCHEDULE "B"  
PERMISSION TO BLOCK THE STREET FORM**

We agree to have \_\_\_\_\_ blocked off for a Block  
*(Street and Avenue Name)*

Party on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
*(Date) (Time) (Time)*

NAME	ADDRESS	PHONE	SIGNATURE

*The information on this form collected by the Town of Edson solely for the purpose of gauging support for a block party in your area on the date indicated above. Where applicable, the information shall be administered in accordance with the Freedom of Information and Protection of Privacy Act (and other legislation governing the protection and disclosure of information).*

# Block Party Rebate Application Form

Block Party Date: \_\_\_\_\_

Party Location: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Vendor	Detail/Description	Amount	Eligible

Total \_\_\_\_\_ eligible expenses

\*\*\* Original receipts are required to accompany this form

For Town Use Only

Approved eligible expenses    \$ \_\_\_\_\_

Signature \_\_\_\_\_                      Date \_\_\_\_\_