

RICHMOND NEIGHBOURHOOD BLOCK PARTY PROGRAM

2024 Application Form



Instructions: Application form to be submitted **6 to 8 weeks** before your proposed block party date.
You will receive notification about your application no later than two weeks prior to your event.

STEP 1: APPLICANT INFORMATION

Applicant Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: _____ Email: _____

Co-Applicant Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: _____ Email: _____



STEP 2: NEIGHBOURHOOD BLOCK PARTY INFORMATION

Date of Party: _____

Time: Start: _____ End: _____

Number of Attendees: _____

**If more than 50 people are expected to attend, an additional Online Event Application may be required.*

Description of Party Location (include address, impacted cross streets, etc.): _____

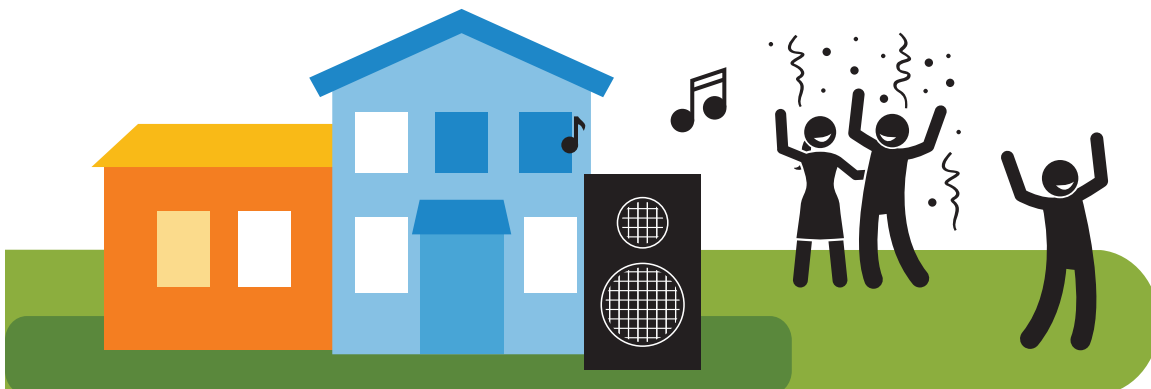
STEP 3: INSURANCE

To obtain approval for your block party, you will need to provide Liability Insurance with a minimum of \$2 million in coverage, naming the City of Richmond as additional insured.

Some examples of insurance brokers that provide this type of coverage are:

- **Duuo, a part of Co-operators:** <https://duuo.ca/event-insurance/>
- **PAL Insurance Brokers:** <https://www.palcanada.com/index.php/en-us/policies/event-hosts>
- **EventPolicy.ca:** <https://eventpolicy.ca/>

We agree to contact a local insurance broker to purchase Liability Insurance for our block party. We also agree to email a copy of our insurance to BlockParty@richmond.ca at least **2 weeks prior** to our party.





STEP 4: BUDGET

Complete the budget table below to demonstrate how you plan to allocate your City of Richmond funding toward your block party expenses. You can request **up to \$500.00** of funding. If your funding request is approved, a cheque will be mailed to you **6-8 weeks** after your initial application date. A summary report will need to be submitted **2 weeks** after your Block Party.

Note: Alcohol is an ineligible expense. Only **eligible expenses** should be included below. Refer to the program's Guidelines Booklet online at richmond.ca/BlockParty for more information about expense eligibility.

Eligible Expenses	Description or Supplier	\$ Amount
Event insurance		
Food		
Food Permit (if required for food trucks)		
Supplies and materials for activities (e.g., craft supplies, name tags, etc.)		
Marketing materials		
Rental of event infrastructure (e.g., tables, chairs, games, etc.)		
Artist fees/honorarium		
Sustainability initiatives (e.g., compostable utensils, etc.)		
Road closure resources (e.g., barricade rentals)		
Safety supplies (e.g., cones, reflective vests, etc.)		
TOTAL FUNDING REQUESTED (\$500.00 maximum)		



STEP 5: ROAD CLOSURE REQUEST

Are you requesting a temporary road closure for your block party? YES NO

If you answered **YES**, then you will need to submit a **Resident Permission Form** (see p.4) to demonstrate that you have informed and obtained permission from 67% (2/3) of the households who are impacted by your requested temporary road closure. A staff person will be in contact with you to discuss the road closure requirements.

Note: A road closure of up to 3 hours may be requested between **7:00am and 8:00pm** on weekends and statutory holidays. Only local roads (i.e., quiet residential streets) or cul-de-sacs will be considered for a road closure request. Intersections cannot be closed off, and emergency vehicle access must be maintained at all times. **Filling out a road closure request is only a request; approvals are pending a review of the request.**

1. We are requesting to place barricades* on _____ street name
in front of _____ house number and _____ house number.

*Barricades are the responsibility of the applicant.

STEP 6: SUBMIT YOUR APPLICATION(S)

Email your completed 2024 Richmond Neighbourhood Block Party Program Application Form and any required supplemental documents to BlockParty@richmond.ca. If you require assistance, call 604-204-8696.

Indemnity Agreement

We agree to indemnify, defend and hold harmless the City and City Personnel from any liability, loss or damage which the City and/or City Personnel may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgements, including legal fees, asserted against or incurred by the City and/or City Personnel arising out of during, or as a result of the Neighbourhood Block Party as described in Step 2 above.

Co-Applicant Name: _____

Applicant Signature: _____ Date: _____

Co-Applicant Name: _____

Applicant Signature: _____ Date: _____