



PUBLIC WORKS DEPARTMENT • SERVICE DES TRAVAUX PUBLICS

Transportation Division • Division des transports



SO, YOU WANT TO HAVE A BLOCK PARTY

Block Parties are closures of residential streets by the local residents and do not include closures by a business or for business purposes like sales, promotions, company events, festivals or extending business premises to the right of ways. Sidewalks must always be kept open and pedestrians allowed to pass.

If your community decides to have a Block Party, please keep the following in mind:

- Completed applications must be submitted at least 7 days prior to the block party.
- Streets must be closed between intersections. Closing a street for half a block or along one side of the street only is not permitted.
- Operating a carnival, selling liquor, consuming liquor in the right-of-way or using fireworks is prohibited under permit.
- The applicant is responsible for picking up, setting up and returning signs and barricades following a diagram provided by our department.
- If you wish to have a bonfire or burn barrel you must also obtain an [Open Air Fire Permit](#) from the Winnipeg Fire Prevention Branch. Contact fireinspections@winnipeg.ca or (204) 986-8200 for further information. You will require your Block Party Permit to apply.
- A [Noise Permit](#) from the Winnipeg Police Services is required for amplified sound.

The Application

The application form (attached) must be completed and returned with the majority petition and certificate of insurance no later than 7 days prior to the event.

The Petition

You must obtain a 50% majority petition of the affected property owners to hold a Block Party. An affected property owner is anyone with a fronting residence or an approach/driveway that cannot be accessed during the closure. A sample petition is attached.

We also recommend that you drop off notices to any homes that do not answer on the day you petition. The notice should include information about the Block Party, the date and times and your name and phone number. Remember, someone may be having an important event, like a wedding, at his or her residence on the day you are planning the Block Party.

The Insurance

It is mandatory to have liability insurance for any event occurring on the public right of way. You may come on to the City's insurance rider for a fee of \$141.22 (2019 rate). The deductible is \$2,500.00 per claim to be borne by the applicant to a maximum of \$2,000,000.00 insured. This protects against liability for bodily injury or property damage arising out of events connected with the Block Party only. The insurance fee is not refundable.

Alternately, you may obtain insurance on your own. To obtain a quote from your insurance agent, provide the details of the Block Party closure and include the following paragraph to explain the type and amount of insurance required:

THE APPLICANT shall maintain, pay and provide the City with a certified true copy of a Certificate of Insurance of a Comprehensive General Liability insurance policy in a form satisfactory to the City Solicitor in the amount of no less than Two Million (\$2,000,000.00) Dollars all-inclusive, with The City of Winnipeg being named as an additional named insured and a cross-liability clause thereon, in connection with the work permitted to be undertaken hereunder prior to the commencement of the said work. Deductibles to be acceptable to the City and are to be borne by THE APPLICANT. THE APPLICANT shall maintain the policy of insurance until the total Performance of the said event.

A true copy of the certificate of insurance must be forwarded to:

The City of Winnipeg
Risk Management - Insurance Branch
3rd Floor – 185 King Street
Winnipeg, MB R3B 1J1

Your agent may email or fax a copy to: insurance@winnipeg.ca or (204) 986-6132 and then forward the hard copy if time is limited. Once your insurance is approved we will begin to process your application.

Processing Permits

You can email, fax, mail or drop-off your application and petition at least 7 days prior to the event at:

The City of Winnipeg
Public Works – Transportation Division
101-1155 Pacific Ave., Winnipeg, MB R3E 3P1
Fax: (204) 774-6750 Phone (204) 986-6006
Email: PWD-UOS-Permits@winnipeg.ca

Once we have processed your application we will contact you and arrange a time for you to pick up your permit in person. Our general office hours are between 8:30 a.m. and 4:30 p.m. however **please phone ahead to ensure a permit clerk will be available to assist you.** We accept Cash, cheque, Interac, MasterCard, American Express and Visa. If you are paying by cheque, please issue a separate cheque for the barricade deposit. If you are picking up the barricades on the same day, please be at our office no later than 2:00 p.m. to ensure the Stores Division will be open when you arrive.

Barricading The Street

Before picking-up the barricades, a \$53.00 deposit by cheque, MasterCard, American Express or Visa must be left at the Transportation Division, 101-1155 Pacific Avenue when you pick up your permit. You will be given a receipt, a list of equipment and a diagram showing how the barricades are to be set-up. Present this paperwork when you pick-up your barricades.

Barricades are distributed at our Stores Division at 1277 Pacific Avenue between 8:00 a.m. and 2:00 p.m., Monday to Friday (204) 986-2139. You will need a small truck or van to hold the barricades and signs. The barricades and sign posts are the largest items and are about 8' long. Loading usually takes approximately 15 minutes.

The equipment must be returned within 2 working days of the event at which time your entire deposit will be refunded. The cost of missing materials will be deducted from your deposit.

SAMPLE PETITION

The following residents agree to close Aubrey Street between Wolseley Avenue and Westminister Avenue to hold a neighbourhood Block Party on July 25, 2017 between 11:00 a.m. and 10:00 p.m. Access to front approaches will be cut-off and sidewalks will remain open.

- 166 Aubrey St. _____
- 168 Aubrey St. _____
- 170 Aubrey St. _____
- 172 Aubrey St. _____
- 174 Aubrey St. _____
- 176 Aubrey St. _____
- 178 Aubrey St. _____
- 180 Aubrey St. _____
- 182 Aubrey St. _____
- 184 Aubrey St. _____
- 186 Aubrey St. _____
- 188 Aubrey St. _____
- 190 Aubrey St. _____
- 192 Aubrey St. _____



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APPLICATION FOR BLOCK PARTY

APPLICANT _____ TELEPHONE _____

ADDRESS _____ POSTAL CODE _____

EMAIL _____

STREET
NAME _____

BETWEEN _____ AND _____

DATE(S) _____ TIME(S) _____

Please submit this application at least 7 days before the event with a 50% majority support petition of frontage property owners/tenants and a certificate of insurance. Permits must be picked-up prior to event.

Barricades are to be picked-up from Stores at 1277 Pacific Avenue, Monday to Friday 08:00-14:00 hours (\$53.00 deposit required (2019 rate)). You will need a truck or van to carry the barricades and signs, a car is not appropriate for hauling these materials. You are responsible for loading and unloading the equipment into your vehicle and for any damage sustained as a result of this activity. The **equipment must be returned** within **2 working days** of the event.

The applicant accepts responsibility for all costs of clean-up and damage resulting from the street closure. The operation of a carnival, the sale of liquor, or the use of fireworks is prohibited.

Permit Fee:	55.00
Administration Fee:	34.00
GST:	4.45
Insurance with City's Insurance Rider:	<u>141.22</u> (Unless provided by applicant, then \$0)
TOTAL:	\$234.67

Signature of Applicant _____



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APPLICATION/DEPOSIT FORM FOR BARRICADES & SIGNS FOR BLOCK PARTY

APPLICANT _____ TELEPHONE _____

ADDRESS _____

STREET CLOSURE LOCATION _____

The undersigned agrees to the following:

- 1) To load/ unload the barricades and signs from the vehicle.
- 2) To acknowledge and accept responsibility for any damage caused to the vehicle as a result of loading/transporting the equipment.
- 3) To return the equipment within 2 working days of the event.
- 4) To leave a security deposit of \$53.00 for the barricades/signs/sandbags and to pay for any lost or stolen equipment.

APPLICANT _____ DATE _____

Credit Card No. _____ Expiry _____ MCard Visa Amex

Deposit Collected of \$53.00 CASH CHEQUE CREDIT CARD

PERMITS STAFF SIGNATURE _____

ISSUE AND RETURN OF BARRICADES/SIGNS/SANDBAGS

Item	Replacement Cost	Number Required	Number Issued	Number Returned	Damaged or Lost	Value of Loss
Cross Arm						
Leg						
Road Closed						
Emerg. Veh. Only						
Sign Base						
Upright						
Sand Bag						
Barricade Ahead						
Road Closed Local Traffic Only						

- Release Security Deposit
- Do Not Release Security Deposit

STORES SIGNATURE: _____

\$53.00 Deposit Refund Received

BLOCK PARTY ORGANIZER SIGNATURE _____