



City of Lovington
Street Event/Block Party Permit Application

I. GENERAL REQUIREMENTS

- A. A street event/block party applicant shall be limited to a resident within the block party venue
- B. The street event/block party venue shall be limited to an area:
 - 1. no greater than one block of a residential street.
 - 2. a residential street where no commercial or public facilities exist
 - 3. an area where the street closure would restrict access to a non-participating street
- C. The hours of operation of a street event/block party shall be limited to one day between the hours of 9:00 a.m. and 10:00 p.m.
- D. Street event/block party attendances shall be:
 - 1. Private, meaning the block party is not open to the general public and the applicant is responsible for ensuring all attendees are invited guests
 - 2. Free, meaning no type of payment is required for entrance or participation, including, but not limited to, a cover charge or the sale of food or beverages.

II. OPERATIONAL REQUIREMENTS

- A. Alcoholic beverages shall not be consumed on City public right-of-ways, including streets and sidewalks. The use of alcoholic beverages on private property shall comply with all applicable laws.
- B. Upon complaint by any reasonable person, the applicant must ensure that any sound is turned down to a more acceptable level or eliminated altogether.
- C. Parking of vehicles to accommodate guests attending the street event/block party shall not interfere with the use of private or public property inside or outside of the block party area.
- D. The placement of inflatable/play equipment such as, but not limited to, a jump house or slide may be placed on public property within the street event/block party venue. In instances where the equipment is placed within public right-of-ways the rental company shall provide Commercial General Liability Insurance and name the City of Lovington, its officers, employees, volunteers, and agents as additionally named insured. Such insurance must provide at least three million dollars per occurrence. Each vendor supplying the equipment must comply with the State of New Mexico Carnival Ride Insurance Act.

- E. The street event/block party venue shall be clean, free of equipment, and restored to public access immediately upon conclusion of the block party.
- F. The applicant must be in possession of the approved street event/block party permit and make it available immediately on request of City of Lovington officials.
- G. City of Lovington officials may revoke an issued permit at any time for any violation of the requirements and conditions listed in the permit application.
- H. Applicants are required to contact the Lovington Police Department when the event begins and when the event ends. Applicants may contact the Police Department directly at 575-396-2811.

III. TECHNICAL REQUIREMENTS

- A. Proof of residency within the street event/block party venue shall be provided upon submission of the application. Proof shall consist of a minimum of two of the following:
 - 1. Current utility bill (Water, Gas, Electric, Telephone, Cable, etc.)
 - 2. Drivers license with current address
- B. Provide a site plan depicting:
 - 1. Name and location of street(s) to be closed.
 - 2. Location of furniture, activities, or equipment. Any inflatable/play equipment shall be specifically identified.
 - 3. Location of an unobstructed lane or clear path of travel sufficient for access by an emergency vehicle throughout the entire street event/block party venue.
- C. Provide the Street Event/Block Party Resident Petition that demonstrates that at least eighty percent (80%) of residents within the street event/block party venue support the proposed activity. This requirement cannot be waived for events conducted in residential areas.
- D. Provide the City of Lovington proof of insurance valid during the street event/block party times of operations, including set-up, event time, and clean up. Such proof of insurance may be in the form of either the applicant's homeowner's policy or a commercial general liability insurance policy insuring the applicant or event.
- E. Agree to comply with all local, state, and federal laws, codes and regulations.

IV. CIRCUMSTANCES IN WHICH A STREET EVENT/BLOCK PARTY PERMIT SHALL NOT BE ISSUED

- A. Applicant does not comply with the general, operational, or technical requirements.
- B. Street event/block party venue is located on a state highway.
- C. Street event/block party venue is located on a City street designated as a major or minor arterial, collector road or bypass.

In the event a permit application is received that creates one of the above circumstances, a variance will need to be approved by the City Commission. Variances will not be considered for

permit applications lacking a Resident Petition or less than 80% support for proposed venues in residential areas.

V. APPLICATION PROCESS

- A. The applicant shall submit a completed street event/block party permit application, site plan, all required signatures, proof of residency, and proof of insurance documentation to City Hall. Incomplete applications and requests lacking required documents will not be considered.
- B. Street event/block party permit applications with all required documentation must be received fourteen (14) days in advance of the event.
 1. Applications received that require City Commission approval must be received twenty-eight (28) days prior to the event to facilitate the request being placed on the next available meeting agenda.
- C. Upon submission, permit applications shall be accompanied by a \$100 refundable deposit. The Street Department will inspect the venue after the event for damage and proper disposal of refuse. Deposits will only be refunded if the venue is released in good condition.
- D. There shall be a \$100 non-refundable fee to be paid immediately upon issuance of the approved permit.
 1. Cancellations of the permit by the applicant must be received no later than two (2) business days prior to the event in order to receive a refund.
 2. In the event adverse weather (i.e. rain, winds in excess of 25 mph) occurs **prior** to the start of the event and the applicant wishes to reschedule for no additional fees, the make up date must occur within seven (7) days of the original event date. The City must approve make up rain dates. In the event that the make up rain date cannot occur within the seven-day period, the applicant will be provided a full refund.
 3. It is the responsibility of the applicant to notify the City of any cancellations. During normal business hours (Mon-Thurs 7:30-5:30, Fri 7:30-11:30 a.m.) applicants need to contact City Hall at 575-396-2884. After business hours, applicants need to contact the Lovington Police Department at 575-396-2811.
- E. Upon approval of the permit, the City shall provide traffic barricades the day of the event in addition to four trash containers.
 - a. Trash containers will be picked up by City staff at the end of the event when traffic barricades are removed.
 - b. In the event the provided trash containers become full, the applicant is responsible for ensuring additional trash and debris are disposed of properly.



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APPLICANT INFORMATION

Name	
Street Address	
City	
E-mail	
Mobile Telephone*	

*Applicant must maintain access to this number on the event date

STREET EVENT/BLOCK PARTY DESCRIPTION

Event Name	
Event Date	
Start Time (including set-up)	
End Time (including clean-up)	

Description of event, including proposed street closures:

Amplified sound or other activity description including the use of inflatable/play equipment:

APPLICANT COMPLIANCE WITH ALL PERMIT TERMS AND CONDITIONS		YES	NO
A.	I have read and agree to fully comply with all of the General Requirements as described in Part I of the Street Event/Block Party Permit Application.		
B.	I have read and agree to fully comply with all of the Operational Requirements as described in Part II of the Street Event/Block Party Permit Application.		
C.	I have read and agree to fully comply with all of the Technical Requirements as described in Part III of the Street Event/Block Party Permit Application.		
D.	I have read and understand the circumstances in which a Street Event/Block Party Permit Application shall not be issued (without City Commission approval) as described in Part IV of the Street Event/Block Party Permit Application		
E.	I have attached proof of residency within the Street Event/Block Party Venue.		
F.	I have attached a computer generated or hand-drawn scaled site map as described in Part III Technical Requirements of the Street Event/Block party Application depicting: <ol style="list-style-type: none"> 1. Name and location of street(s) to be closed 2. Location of all furniture, activities, or equipment. Any inflatable/play equipment shall be specifically identified. 3. Location of emergency access throughout venue 		
G.	I have attached a Street Event/Block Party Resident Petition demonstrating support for the street closure.		
F.	I have attached insurance documents consistent with the insurance requirements described in Part III Technical Requirements of the Street Event/Block Party application.		

APPLICANT AFFIDAVIT

I, the undersigned, declare upon penalty of perjury that the information contained in the foregoing application and any attachments is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by the rules and regulations governing the proposed event and other applicable city, state, and federal codes, laws, policies, and regulations. By applying for a Street Event/Block party Permit I agree and understand that I have the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies and regulations associated with the event. I further understand that knowingly providing false information is cause for the immediate denial of this permit or the suspension of the permit if one has already been issued. I understand in the event of a major incident, my permit may be postponed or terminated for the sake of public safety and welfare (e.g., major crime incident, fire, flood, or any act of God).

I hereby certify the foregoing statements to be true and correct and agree to protect, defend, indemnify and hold harmless the City of Lovington, its officers, employees and agents against any action, demand, claim, loss, injury or liability arising out of or resulting in any way from the requested street event/block party, or from any actions taken, work performed or service provided by Applicant with respect to the use of City property for the purposes described herein. Applicants obligations to indemnify and hold harmless are joint and several, and exclude only such action, demand, claim, loss or liability due to the sole negligence or willful misconduct of City and/or its employees. All of Applicants obligations under this agreement are intended to apply to the fullest extent permitted by law and shall survive the expiration, completion or sooner termination of this Permit. In any action or claim against the City in which Applicant is defending City, City shall have the right to approve legal counsel providing City's defense. I also agree, if approved, to comply with all permit conditions provided by City representatives and understand that failure to comply with any condition or violation of law may result in the immediate cancellation of the street event/block party, fines or penalties as described in the Lovington Municipal Code, and/or criminal prosecution.

Signature of Applicant

Date

Received By		Date/Time Received	
Street Department Approval		Date	
Fire Department Approval		Date	
Police Department Approval		Date	
City Manager Approval		Date	
Commission Approval (if required)		Date	