

CITY OF VENTNOR



Application for

Block Party/Event Street Closure

Mayor Beth Holtzman
Commissioner Lance Landgraf
Commissioner Tim Kriebel

City of Ventnor
Ventnor City, New Jersey

APPLICATION FEE: \$25.00

Citizens may petition for a temporary street closing for community functions such as block parties or neighborhood festivals. The City of Ventnor welcomes such activities and is prepared to assist you in having a successful event.

- 1) Please complete the Permit Application and Resident Agreement form, submit them to the City of Ventnor at:

City of Ventnor
Donna Peterson, EMC
6201 Atlantic Avenue – 2nd Floor
Ventnor, NJ 08406
Attn: Office of Special Events

- 2) Plan your activity in advance. Street closings require a completed petition at least 21 days prior to your event.
- 3) Complete the petition form by acquiring signatures, copy of declaration page from homeowners insurance or renters insurance, and signed hold harmless approving the closure, from 60% of the residents on the affected portion of the street being closed and return it to the City.
- 4) A representative from the City of Ventnor will contact you when your permit is approved, and will guide you as to where to close your street and what equipment to use.

Block Party / Street Closing Regulations

Requirements for approval of Street closings petition and conditions, which apply upon acceptance of petition:

The City of Ventnor has the authority to approve petitions for street closures, if in their judgment, the street closing will not adversely affect vehicular traffic and will not endanger public safety. The following requirements and conditions must be complied with in the filing of a petition.

Failure to comply with the following conditions could result in the revocation of permission to close your street.

Necessary signature for a petition:

- A petition must be approved by 60% of the residents of the street or the portion of the street to be closed. The City of Ventnor may designate the portions of street to be closed, or left open, and may designate the area from which a petition must be secured. All residents must sign the petition in order to receive approval of the application.

Designation of petitioners contact:

- The person designated on the petition as the petitioners contact shall be the sole person to whom the City of Ventnor shall be responsible for any of its communication. Such person shall be the contact for all those who sign the petition.

Submittal:

- The petition must be filed with the City of Ventnor at least twenty one (21) days before the requested closing date. All correspondence with the City of Ventnor regarding a street closing shall be addressed to:

City of Ventnor
6201 Atlantic Avenue – 2nd Floor
Ventnor, NJ 08406
609-823-7919 Office
Attn: Office of Special Events
Donna Peterson, EMC

Review of location:

- The City of Ventnor will review the location of the closing and consider the safe movement of all public safety concerns. Block party permits will not be issued on any major through street, as determined by the Chief of Police or his/her designee.

Barricades and additional equipment and personnel:

- The petition signers must use barricades provided by the City of Ventnor at each end of the street (or block) being closed. The petition signers will be responsible for receiving, placing, and removing the barricades. Barricade fees: \$10.00 per barricade. Generally it takes between 4 to 6 barricades to close a street.
- The City of Ventnor assumes no liability for the placing or the selection of barricades. The placement of the barricades will be at the discretion of the City of Ventnor Police Department.

Street Access:

- Local access is to be maintained to all properties on the street during the hours of the street closing.
- Emergency vehicles must have access to the street(s) at all times.
- Objects of any kind shall not be placed in the street which would otherwise block access to emergency vehicles and/or hydrants.

Block Party Time of Operation:

**Block parties are only to be conducted between the hours of
9:00 A.M. to 10:00 P.M.**

The following items MUST be maintained:

- Emergency vehicles MUST have access to the street(s) at all times.
- Objects of any kind shall not be placed in the street which would otherwise block access to emergency vehicles and/or hydrants. Any items placed must be at the curb not in the middle of the street.
- The City of Ventnor reserves the right to revoke permission to close a street without cause by informing the petitioners street closing agent no less than twenty-four (24) hours in advance of the street closing. If an emergency arises which necessitates that the streets remain open, the twenty-four (24) hour notice requirement will not apply. A failure to comply with any requirement or condition in this document shall be a basis to withdraw permission to close a street.
- Ventnor City Codes: Chapter 156 Noise; Chapter 171 Peace and Good Order
- The signers of the petition will collectively be liable for the expense of cleaning the debris from the street prior to the scheduled re-opening.

Cleaning of debris:

Prior to the scheduled reopening of a street, the street shall be cleared of all debris to the satisfaction of the authorized representative of the City of Ventnor. If there has been a failure to clear all debris from the right of way and an authorized representative of the City concludes that there is a danger to the passage of vehicular traffic, then the City is authorized to clear the right of way of debris and the signers of the petition waive any notice requirements and any other procedural requirements and remain personally liable for the expense of cleaning up the debris from the street. The waiver is premised upon the necessity to reopen the street expeditiously and to reopen without the debris endangering vehicular traffic. The signers of the petition individually and collectively remain liable in a civil debt action for the expense of cleaning the debris from the street.

Ventnor City property and equipment:

- All property and equipment belonging to the City of Ventnor and located within and around the closed street is to be treated by the signers of the petition and its invitees with reasonable and due care.
- The signers of the petition assume, individually and collectively, complete and absolute liability for any loss and damage to City property and equipment which may result from any misuse or mistreatment of the property or equipment during the street closing.

Revocation of permission to close street:

The City of Ventnor reserves the right to revoke permission to close a street without cause by informing the petitioners street closing agent no less than twenty-four (24) hours in advance of the street closing. If an emergency arises which necessitates that the streets remain open, the twenty-four (24) hour notice requirement will not apply. A failure to comply with any requirement or condition in this document shall be a basis to withdraw permission to close a street.

Special Event Fees: (If Applicable)

Name:	Fee:	Notes:
STAFF		
<u>PUBLIC SAFETY:</u>		
Police	\$85 / hour	Minimum 3 hours
Fire / EMS (2 man crew)	\$85 / hour	Minimum 3 hours
OEM	\$85 / hour	Minimum 3 hours
Lifeguards	\$100 per guard	Flat Rate
Dispatchers	\$65 / hour	Minimum 3 hours
<u>PUBLIC WORKS:</u>		
Public Works	\$65 / hour	Minimum 3 hours
Water & Sewer	\$65 / hour	Minimum 3 hours
Sign Shop	\$65 / hour	Minimum 3 hours
<u>BUILDING DEPT:</u>		
Code Enforcement	\$65 / hour	Minimum 3 hours
Inspections / Licenses	\$65 / hour	Minimum 3 hours
EQUIPMENT		
<u>PUBLIC WORKS:</u>		
Dumpster	ACUA Rate	Dumpster & Disposal
Trash Cans	\$20	per can
Motor broom	\$80	per vehicle
Front end loader	\$60	per vehicle
Bucket Truck	\$65	per vehicle
Lift Truck	\$65	per vehicle
Beach Tractor	\$75	per vehicle
Dump Truck	\$50	per vehicle
Pickup Truck	\$30	per vehicle
Weed Whacker / Blower	\$10	per vehicle
Mower	\$50	per vehicle
Barricade / Cones	\$10	per item
Water / Hydrant	\$100	per area
Bathrooms	\$50	per site
<u>PUBLIC SAFETY:</u>		
Police Vehicle	\$75	per vehicle / per day
Ambulance	\$100	per vehicle / per day
High Wheel Vehicle	\$150	per vehicle / per day
Lifeguard Boat	\$45	per vehicle / per day
ATV	\$60	per vehicle / per day
Jet ski	\$55	per vehicle / per day
Message board	\$100	per sign

*Certain events may require additional resources, fees may apply.



BLOCK PARTY / STREET CLOSURE PERMIT APPLICATION

APPLICATION FEE: \$25.00

Date of Application: _____

Date of Event: _____ Time: _____ am/pm to: _____ am/pm
(Between 9:00 a.m. and 10 p.m.)

Event Type: _____

Description of Event: _____

Is this application related to a special event permit: ___NO ___YES

Name of special event: _____

Details of Event:

1: Location of Street / Sidewalk Blockage / Closure: _____

2: Estimated Number of Participants: _____

3: Name of Applicant: _____

(Must be over 21 years of age)

Address: _____

Phone Number: (_____) _____ Cell Number: (_____) _____

Email: _____

4: Contact Person on Day of Event: _____

Address: _____

Phone Number: (_____) _____ Cell Number: (_____) _____

5: City to provide barricades to close street: ___YES ___NO

6. Has this event been held in the past? ___ NO ___ YES if so dates: _____

Applicant agrees to reimburse the City of Ventnor for any damage to signs or barricades owned and/or rented by the City of Ventnor for use by the applicant as a result of this application.

I acknowledge that the information contained in this application is true and complete to the best of my knowledge:

Applicant Signature: _____ Date: _____

INDEMNITY AND HOLD HARMLESS AGREEMENT

(Individual / Group / Contractor)

agrees to release, indemnify, and hold harmless the **CITY OF VENTNOR** and/or the Atlantic County Municipal Joint Insurance Fund, and their agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees in case it shall be necessary to file an action, arising out of performance of the work herein or the use of municipal facilities which is (1) for bodily injury, illness or death, or for property damage, including loss of use, and (2) caused in whole or in part by

(Individual / Group / Contractor)

negligent act or omission, or that of a subcontractor, or that of anyone employed by them or for whose acts contractor or subcontractor may be liable.

This indemnification and agreement shall apply in all instances whether the **CITY OF VENTNOR** and/or the Atlantic County Municipal Joint Insurance Fund, is made a direct party to the initial action or claim or is subsequently made a party to the action by third party in pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.

Description of Event / Facility / Contract: _____

Location: _____

Date(s): _____

Time(s): _____

Rain Date(s): _____

By: _____

(Authorized SIGNATURE of the Individual / Group / Contractor)

Print Name: _____

Title: _____

Date: _____

Witness: _____

Title: _____

Date: _____

Use of Facilities Agreement

City of Ventnor a Municipality of the State of New Jersey, hereinafter referred to as
“**MUNICIPALITY**”, hereby agrees to allow

(Name of Person(s) or Organization)

hereinafter referred to as “**USER**”, to use the facilities listed below:

Name and Location of Road Closure:

hereinafter referred to as “**FACILITY(IES)**”

for _____

(State the Purpose)

on the following date(s) and time(s):

The above **USER** shall inspect the described **FACILITY (IES)** prior to the use of the **FACILITY (IES)** and report any defective, hazardous or dangerous conditions found at the **FACILITY (IES)** to VCPD – Dispatch at 609-822-2101 at **MUNICIPALITY**, and **USER** shall immediately cease the use of the **FACILITY (IES)** until such defective, hazardous or dangerous conditions are remedied. After the use of the **FACILITY(IES)**, **USER** shall immediately report to the **MUNICIPALITY** any and all defects, hazards, damages or dangerous conditions upon or adjacent to the **FACILITY(IES)**.

Indemnification

USER shall indemnify, save harmless and defend the **MUNICIPALITY**, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the **MUNICIPALITY**, from and against any and all claims, losses, costs, attorney’s fees, damages, or injury including death and/or property loss, expense claims or demands arising out of **USER’s** use of the named Facilities, including all suits or actions of every kind or description brought against the **MUNICIPALITY**, either individually or jointly with **USER** for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, any of the activities conducted by or caused to be conducted by **USER**, or through any negligence or alleged negligence in safeguarding the **FACILITY(IES)**, participants, or members of the public, or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER**.

Signed by an authorized representative of the **USER** and the **MUNICIPALITY** on

this _____ day of _____, 20_____.

USER Signature

City of Ventnor – MUNICIPALITY

Print Name – User

Print Name – Municipality

Official use only:

Inter-Departmental Acknowledgement:

Department:	Signature:	Date:
Emergency Management		
Police Department		
Fire Department/EMS		
Administration (if applicable)		

Notes: _____

FEES to be collected:

\$25.00 Application Fee

Barricades/Cones: \$10 per item: Number to be used: _____ = \$ _____

TOTAL FEES: \$ _____

Official use only:

_____ APPROVED

_____ DENIED

SIGNATURE: _____

DATE: _____

RESIDENTS AGREEMENT STREET CLOSURE / BLOCK PARTY

Event Name: _____

Location: _____

Date of Closure: _____ Time Start: _____ End: _____

(Note: All residents affected by the closure or use of the street/sidewalk during the event requires signatures and a copy of their declaration page from homeowners insurance or rental insurance and a signed hold harmless agreement.)

Name (Print)	Signature	Address	Phone

Approve	Disapprove	Declaration Page	Hold Harmless

Name (Print)	Signature	Address	Phone

Approve	Disapprove	Declaration Page	Hold Harmless

Name (Print)	Signature	Address	Phone

Approve	Disapprove	Declaration Page	Hold Harmless

Name (Print)	Signature	Address	Phone

Approve	Disapprove	Declaration Page	Hold Harmless

Name (Print)	Signature	Address	Phone

Approve	Disapprove	Declaration Page	Hold Harmless

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Name (Print)	Signature	Address	Phone

Approve	Disapprove	Declaration Page	Hold Harmless

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Approve	Disapprove	Declaration Page	Hold Harmless

Name (Print)	Signature	Address	Phone

Approve	Disapprove	Declaration Page	Hold Harmless

Name (Print)	Signature	Address	Phone

Approve	Disapprove	Declaration Page	Hold Harmless

INDEMNITY AND HOLD HARMLESS AGREEMENT

(Homeowner/Resident)

agrees to release, indemnify, and hold harmless the **CITY OF VENTNOR** and/or the Atlantic County Municipal Joint Insurance Fund, and their agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees in case it shall be necessary to file an action, arising out of performance of the work herein or the use of municipal facilities which is (1) for bodily injury, illness or death, or for property damage, including loss of use, and (2) caused in whole or in part by

(Homeowner/Resident)

negligent act or omission, or that of a subcontractor, or that of anyone employed by them or for whose acts contractor or subcontractor may be liable.

This indemnification and agreement shall apply in all instances whether the **CITY OF VENTNOR** and/or the Atlantic County Municipal Joint Insurance Fund, is made a direct party to the initial action or claim or is subsequently made a party to the action by third party in pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.

Description of Event: BLOCK PARTY / STREET CLOSURE

Location of Event: _____

Date of Event: _____

Signature: _____

Print Name: _____

Address: _____

Date: _____

EACH HOMEOWNER/RENTER MUST SIGN THIS FORM