



BLOCK PARTY KIT

10 REASONS TO HAVE A BLOCK PARTY

1. Have fun – no excuses or reasons needed to celebrate!
2. Meet your neighbours. When you know who lives in your neighbourhood, the more likely you are to identify strangers or suspicious people.
3. Increase that sense of belonging to a community.
4. Strengthen neighbourhood spirit and encourage residents to look after the neighbourhood.
5. 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. Learn from those who have lived here a long time about the neighbourhood's history.
7. Establish new friendships.
8. Learn a little about each other and who might need a little extra help from time to time.
9. Have a neighbourhood clean-up day, play some good music and barbeque once all the work is done.
10. Start a neighbourhood tradition of getting together at least once a year!

As friendships grow, so do safe and caring neighbourhoods.

PLANNING YOUR NEIGHBOURHOOD BLOCK PARTY

THINGS TO CONSIDER WHEN ORGANIZING YOUR EVENT

The idea of a neighbourhood block party is to bring neighbours together. The first step is to gather a few people to help organize it and share the duties and decisions to be made. If this is the first block party, you may want to explain what a block party is, share some of the benefits, get opinions on how to handle the food, and find possible dates and times to have the event.

WHICH TYPE OF BLOCK PARTY WILL WORK BEST IN YOUR NEIGHBORHOOD?

Barbecue - organizers purchase all that is needed and neighbors provide the money. Everyone brings his or her own meat and buns;

Picnic - everyone brings their own meal;

Potluck - everyone brings one or two large dishes to share;

Catered - everyone shares the cost and the food is purchased.

TIP Try not to go overboard, it can make people feel the event is too much work. Keep it simple.

LOCATION

It is recommended to use a common space, if possible. This will increase the likelihood of shared responsibility for the event. Areas of public land: alley, street, and park. If the event is on public land and/or requires street barricades, a permit is required. The location of the block party needs to be where the majority of the residences are situated. All affected residences of street closures will need to be notified ahead of the event day and time.

Other options: neighbour's backyard, house, or garage.

TIP A garage is a good backup plan in case of rain.

PERMITS

There is no charge for a permit! The Town of Sexsmith must be notified of a block party to ensure that it is appropriate to block off public land at the requested date and time. The Town provides road closure signs, street barricades and barricade block party banners on request, as well as a Block Party Starter Kit (contains sidewalk chalk, game ideas, etc). See page 7 for Block Party Permit.

Note - As per the Alberta Liquor and Gaming regulations, the consumption of alcohol in public spaces is prohibited. No unauthorized fires or fireworks are permitted. Emergency access must always be permitted during the event. The Town of Sexsmith Noise Bylaw must be followed (quiet time is 10:00 p.m. to 8:00 a.m. weekdays and 10:00 p.m. to 9:00 a.m. weekends). Click here for the [Noise Bylaw Link](#).

BLOCK PARTY ACTIVITY IDEAS

HERE ARE SOME ACTIVITIES FOR YOU TO TRY AT YOUR BLOCK PARTY:

- An outdoor movie – perfect for warm summer nights
- Face painting (great activity to include those artistic teens!)
- Sidewalk chalk
- Bike parade for the kids
- Lawn games – ask invitees to bring some
- Watermelon seed spitting contest
- Bubbles
- Street hockey or basketball
- Encourage the talent in your neighbourhood to come forward – you could be living next to a musician, artist, DJ, magician, dancer, singer or prize-winning cook!
- Set up a photo booth to capture memories
- Use a sign up sheet for special interests (see the invitation template)
- Scavenger Hunt
- Lawn twister
- Hula hoops
- Water balloon race
- Bean bag toss
- Crafts like fruit loop necklaces



Feel free to copy
this page and use
these block party
invitations or
make your own!

Date: _____ Time: _____
Location: _____

We are asking each household to bring:

_____ Chair(s) to sit on _____ One salad and one dessert to share
_____ Your own meat to BBQ _____ Your own beverage
_____ Your own plates and cutlery



For info and to return bottom half of this flyer to: _____

Your name: _____ Phone: _____

House Address: _____ # of your household attending? _____

In addition, please indicate if you can provide the following for the party:

Extra Chairs _____ Tables _____ Coolers _____

Other: _____

Do you have suggestions for activities you could organize?

Are you able to help with the "behind the scenes work?"



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**BLOCK
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BLOCK PARTY PLANNING GUIDE

A successful block party is not difficult – it just takes a little motivation, a lot of cooperation and some organization.

1-2 MONTHS PRIOR:

Locate a couple of people to connect with neighbours and gauge interest.

Once results are in, invite those interested to a planning meeting.

Planning Meeting: When _____ Where _____

Planning Meeting Decisions:

Block Party Date/Time: _____

Alternative Date: _____

Scope of Party (how big will it be? ie. cul-de-sac; neighbours on one block, neighbours across alley)

Location of Party (on street/alley; in backyard/carport; at a park)

Type or Theme of Party (BBQ; Potluck; Canada Day)

Budget (how will costs of any supplies be covered?)

Games or activities planned:

Other details: Pets allowed? Bring own chairs? Do we need tables? Do we need a BBQ?

Put together a committee and assign someone to:

- be the point person and get permit
- look after food
- organize games and activities
- send out invitations/flyers, and respond to RSVPs
- look after donations and organize costs
- lead the setup and/or cleanup crews

BLOCK PARTY CHECKLIST

3-4 WEEKS PRIOR:

Follow-up planning meeting to discuss:

- ☐ What's been done?
- ☐ What still needs to be accomplished?
- ☐ Send out invitations (template available on the Block Party page at www.sexsmith.ca)
- ☐ Obtain permit (see the last page for the application)

1 WEEK PRIOR:

- ☐ Organize and pick up supplies, food, games, buy/make name tags
- ☐ Confirm permit and barricade drop off day with the Town
- ☐ Pick up Block Party Starter Kit at Town office (optional)
- ☐ Drop notices at any affected residences of time and day of party

PARTY DAY:

Set-up

- ☐ Place street barricades at each entrance to the party, hang banners on barricades
- ☐ Designate and set up areas for food, seating, music and activities
- ☐ Place garbage cans in strategic places, put bags in cans

Arrival

- ☐ Assign greeters who can introduce neighbours to each other
- ☐ Have nametags
- ☐ Welcome everyone and announce the day's events and any special announcements

Clean-up

- ☐ Get everyone to help clean up the area before leaving
- ☐ Take down barriers and put them aside to be picked up the next business day
- ☐ Ensure all trash and garbage has been properly disposed of

*Don't forget to return the block party banners to the Town Office if you borrowed them.

PERMIT FOR BLOCK PARTY

APPLICATION MUST BE COMPLETE TO BE CONSIDERED. MINIMUM 14 DAYS NOTICE IS REQUIRED

Applications may be submitted in person to 9921 100 Street, Sexsmith, OR by email to adminassist@sexsmith.ca.

Applicant's Information

Name of Applicant: _____ Application Date: _____

Street Address: _____ Phone (Daytime): _____

Email Address: _____ Phone (Alternate): _____

Event Information

Location of Event: _____ Anticipated number of attendees: _____

Date of Event: _____ Time: From: _____ To: _____

Alternate Weather Date: _____ Will the area be barricaded? _____

Street barricades Y N # of barricades: _____ Will there be vehicle access during the event? (le neighbours) Y N

Please attach a map of the event location with street closure indicated, including a vehicle access plan for neighbours and emergency services

General Information:

An application must be completed when a group of residents wish to host a block party in their neighbourhood and will be located on public property. The Block Party application is approved by the Town of Sexsmith. You will be notified within 5 business days regarding the success of your application.

Terms and Conditions:

- The Block Party Applicant assumes the responsibility for being the contact person in charge of the event.
- Emergency access must always be permitted and available during the event.
- Residences affected by street closures must be given notice ahead of the event day and time.
- The Applicant is responsible for cleaning up the area to the condition it was in before the event.
- No unauthorised fires or fireworks are permitted.
- Alcohol is not permitted on public roads or property.
- Applicant must adhere to the Noise Control Bylaw, found here: www.sexsmith.ca.
- The Applicant agrees to hold harmless the Town of Sexsmith, its agents, officials, directors, employees, volunteers, contractors, or representatives from all injury or damage to any person(s) or property which is caused by any activity, conditions, or events arising out of the Block Party (as stated on this application).
- Street closure signs, barricades, and barricade banners must be returned in the same condition as they were borrowed.

I have read and agreed to abide by the terms and conditions listed above.

Applicant's Signature: _____ Today's Date: _____

Town of Sexsmith Internal Use Only

Signature of Municipal Employee: _____

Date Submitted: _____

Date Approved: _____

These departments have been notified, and have reviewed and approved the vehicle access plan:

Public Works: _____ Fire Dept: _____

Enforcement: _____

Block party banners/games picked up date: _____

Block party banners/games returned date: _____

***List the games borrowed on the back of this page**

This information is being collected under the Authority of Section 33(c) of the "Freedom of Information & Protection of Privacy" Act (F.O.I.P.) and will be used to process your request. It is protected by the privacy provisions of the F.O.I.P. If you have any questions about the collection of this data, contact the Town Administrator at 780-568-3681.