



# Toolkit 2018

## Easy How-To Guide

to organize and host a block party in your neighbourhood.



## INTRODUCTION

May 2018

Hello Innisfail Residents,

We are happy to support the Innisfail Block Party Program each year.

Block Party kickoff is here! We have expanded this program to year round. So whether you enjoy spring, summer, winter or fall activities, the choice is yours! Regardless of season, there are so many reasons to have a Block Party in your neighbourhood! These community parties provide an opportunity for neighbours to get to know each other; increasing a sense of belonging and safety in your neighbourhood. So whether you have hosted in the past or this is your first time, this will be a great year to have a Block Party!

This Toolkit offers information on how to plan a party and submit your application. Applications must be submitted three (3) weeks prior to your event date to allow time for approval. As well, preparations for additional support and services must be planned in advance of your event. This includes providing each party with garbage containers, barricades for requested road closures, and potential sponsorship incentives.

If you and your neighbours would like to jump onboard then complete the required application forms and submit to Karen Bradbury at the Town Office.

Best regards,

Karen Bradbury  
Community & Social Development Coordinator  
403-227-3376  
[karen.bradbury@innisfail.ca](mailto:karen.bradbury@innisfail.ca)

## TOP 10 BENEFITS TO HOLD A BLOCK PARTY

1. To have fun – no excuses or reasons are needed to celebrate.
2. To provide an opportunity to get to know your neighbours.
3. To establish friendships.
4. To increase a sense of belonging to your community.
5. To meet people on your block who might be able to answer a gardening question, lend you a needed ingredient for your recipe, or have common goals or interests .
6. To help with safety/crime prevention by knowing who lives where-and who doesn't.
7. To learn a little about each other and know who might need a little extra help from time to time.
8. To increase security in your neighbourhood.
9. To develop an opportunity to meet some of the long-time residents and learn about your community history.

## ORGANIZING YOUR BLOCK PARTY EVENT

### Things to Consider When Organizing Your Event:

- The idea of a neighbourhood block party is to bring people together. It's a good idea to find one or two neighbours to help you plan and organize the event. One can take the "Lone Ranger" approach, and it can be a great event. However, it may make it more difficult to find someone else to do it next year.
- Getting an organizing committee in place is the first step. It is important to include everyone in the decisions about the event.
- For the first time; you may want to send out a note to explain your idea, encourage attendance, perhaps share some of the benefits, get opinions on how to handle the food, and possible dates and times to have the event.
- Enlist as many folks as you can; someone can type the flyer, someone else can collect them, etc. You may want to ask some kids to drop the flyers in mailboxes.

### Types of Parties:

Which type of party\* will work best for your neighbourhood?

- **Barbecues** – Organizers purchase all that is needed and neighbours provide the money, or everyone brings his or her own meat.
- **Picnics** – Everyone brings their own meal.
- **Pot Luck** – Everyone brings one dish.
- **Catered** – Everyone puts money towards the event.
- **Brown-bag** – Everyone brings their own bag lunch.

*\*Note: Try not to go overboard; it can make people feel the event is too much work. Keep it Simple!*

**Party Ideas:**

- Exchange parties (i.e., books, plants, recipe etc.)
- Neighbourhood garage sale
- Neighbourhood cleanup (go to [www.innisfail.ca/gogreen](http://www.innisfail.ca/gogreen) for more info)
- Theme party (i.e., Canada Day, multicultural potluck)
- Local talent show (i.e., musicians, dancers, artists)
- Minute to Win It games (game booklet provided by the Town).
- Kids party themes:
  - Face painting
  - Kids bike parade
  - Hula hoops, sidewalk chalk, candy necklace making, bean bag toss
  - RCMP patrol car on display

**Event Size:**

- Start off with a smaller event rather than a large one. It can always grow.
- In selecting who to invite, use neighbourhood boundaries where possible (i.e., end of the block). If you are planning a street or cul-de-sac party, you need to invite everyone from that area.

Decide early and make it clear if this will be a block party restricted to those on the street/block or whether people can invite others. If yes, how many?

**Location:**

Safety for all participants needs to be an important factor when determining a location.

It is recommended to use a common public space, if possible. This will increase the likelihood of shared responsibility for the event.

Here are some location options:

- Park or common area (must abide by Town of Innisfail park use bylaws)
- A neighbour's front or backyard
- Someone's House
- Common room in a condo unit
- Street or alley
- Backyard Pool Party
- Outdoor Rink (skating party)

\*If you intend to use the street or alley in any way, a Town permit is required. Street closures are only permitted on weekends and holidays. Main arteries and collectors will not be given permission to close. Please ensure that an alternate route is available for vehicles to access adjoining neighbourhoods.

### **Planning Tips and Timelines:**

- Four to five weeks before the event distribute the **“Want to Help” Postcard** (found in the back section) door to door. This is especially helpful for the first party to generate interest and awareness of Block Parties. After the first, many neighbours are onboard to do one each year.
- Adjustments may need to be made if a neighbour already has an event of their own planned.
- Three weeks prior to the event post the “Join Your Neighbours” poster throughout areas i.e. on telephone poles, post office, corner store, community bulletin board, etc. with location, date/time and RSVP contact info should go out.
- Make sure an outdoor party has an alternate rainout / bad weather day planned.
- Keep those who live in the neighbourhood in mind when setting the hours for the party. Should any noise complaints be reported, the Community Peace Officer or RCMP may come to investigate. The Officer responding reserves the right to end your block party early if they deem it appropriate to do so.

### **Role of the Organizers:**

- Make decisions about the setup.
- Act as a greeter at the event.
- Introduce new neighbours to people at your party.
- Make sure the cleanup is done. You may want to motivate children to pitch in by awarding prizes.

### **Getting the Word Out:**

It's important to keep people informed. Here are some ideas:

- The Want to Help Postcards, mentioned above, spread the word door-to-door and provide you with feedback on who wants to help with a Block Party.
- Please post flyers in approved locations only and ensure that all flyers be taken down within 24 hours of the completion of your event.
- Information can be gathered from your neighbours by going door-to-door. This adds a personal touch and people often offer to help.
- A casual approach can be used to inform neighbours as you see them out doing their lawns.
- Neighbours can be called on the phone. If you don't know your neighbours, a reverse directory telephone book can be used. They are available at the Library.
- To reach neighbours in townhouses, apartments and condos, it is best to approach the manager. They will let you know how to get in touch with the residents.
- Take every opportunity to talk to your neighbours about the party prior to the event.

**Setup Suggestions:**

- Set up a sign-in book for future reference. It can help develop a neighbourhood contact list.
- Nametags are a nice touch when people do not know everyone.
- Decide what you would like neighbours to put on their nametags (i.e., first and last names, house numbers).
- Line up the tables for the food and have a few garbage cans available.
- Decide whether you will co-ordinate or everyone is to bring their own:
  - Tables and chairs,
  - Dinnerware,
  - Cups,
  - Beverages,
  - If using barbecues, who will bring items?
- Institute a bathroom policy “Everyone use his or her own”, so that home security is maintained.
- Decide if pets are allowed.
- Be ready to oversee the clean up after the event.
- You may wish to do an evaluation at the end of the event to collect any new ideas.

**Activities During the Event:**

What should we do during the event?

- Visit and eat. Over the centuries, food has always had a very social component in societies.
- Minute to Win It game booklet provided by FCSS.
- Take time to introduce one another. This can be done in a game format.
- Encourage the talent in your neighbourhood to come forward such as musicians and magicians.

## APPLICATION PROCESS

You will be required to fill out the **Block Party Application form** (found at the back of this package). The application form details the process and guidelines for hosting a block party. Below is a quick outline helpful when filling out the forms.

### Block parties planned on:

- **Private property** (your backyard/in your home) complete application **Sections A and B**.
- **Street or public park area** only permitted on weekends and holidays. Complete application **Sections A, B and C**.
  - Road closure information must be formally approved by the Town CAO. You will be contacted within two weeks of receipt of your application.

**Completed application and supporting forms** must be submitted for approval, at least **three weeks prior** to your event. Mail or hand deliver your application to **The Town Office at 4943 53 Street, T4G 1A1** or email scanned documents to **karen.bradbury@innisfail.ca**.

**Damage deposit for street** must be included with your application (see application form for amount), and will be returned when all barricades and garbage bins are returned damage free.

## BLOCK PARTY GUIDELINES

### Road Closure Guidelines

You will be required to also fill out Section C on the Block Party application form (included with this toolkit) if you intend to block off any part of your street or alley way. Please return the entire application form to the Town Office for approval a minimum of three weeks in advance of the event.

Regarding emergency vehicles; if you are using the street, only set up using half of the street so that there is a free lane that allows emergency vehicle access should it be required.

In order to host a block party that involves a street or alley closure, you must have **approval of 75% of property owners** affected by the event; they can sign the request sheet provided in the forms package. This sheet must be returned with your permit at least two weeks prior to your event.

### Barricade and Garbage Bin Loan Guidelines

To borrow barricades and garbage bins you should check the box under Section C of the application form. There is a damage deposit required and due at time of application. The block party organizing committee is responsible for the pick-up and drop off of these items. More detailed information is on the application form.

## TOWN OF INNISFAIL BYLAWS

### **Alcohol/Cannabis Consumption Bylaw**

It is the Block Party organizer(s) responsibility to ensure alcohol or cannabis consumption on public or private property adheres to provincial regulations. Go to [www.aglc.gov.ab.ca](http://www.aglc.gov.ab.ca) for current bylaw restrictions.

### **Open Burning & Fire Pits Bylaw**

Fire pit burning is permitted as long as it's in compliance with the **Town Bylaw 1400**. A **Fire Pit Permit** must be obtained prior to burning and can be applied for at the Town Office.

### **Noise Bylaw**

As per **Town Bylaw 1498** excessive noise is prohibited.

## FINAL REMINDERS

- Start your block party application process early by contacting neighbours, planning your event location, etc.
- Residents should observe security precautions by keeping back doors locked and equipment in sight.
- Excessive noise is prohibited.
- Post signs the day before the event to remind everyone to remove their vehicles if the street is being closed.
- Alcohol is only permitted on private property, not on Town streets or in public open spaces.
- Pets must be leashed and under the care and control of their owners at all times.
- Remember to leave parks, streets, and properties clean and free of debris.
- Have a fun and successful block party!

# Block Party

Application

&

Planning Materials



## General Application Information

1. Applicant must be a property owner of the neighbourhood block to be used.
2. Applicant is responsible for barricades, garbage cans and signage, and must remain until the conclusion of the event.
3. Applicant is responsible for cleanup of the area and returning barricades and garbage cans.
4. Time limits: 10 a.m. to 10 p.m. on the date of event.
5. Applicant must adhere to the Community Standards bylaw and ensure that noise levels do not disturb areas not included in the event. Alcohol/cannabis is not permitted at any time on any public property. If alcohol/cannabis is consumed on private property, the applicant must adhere to provincial regulations ([www.aglc.gov.ab.ca](http://www.aglc.gov.ab.ca)).

## SECTION A - Applicant's Personal Information

Name of Applicant: \_\_\_\_\_ Application Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone (Daytime): \_\_\_\_\_

\_\_\_\_\_ Phone (Alternate): \_\_\_\_\_

Postal Code: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

## SECTION B - Event Information

### Neighbourhood and Location Address of Event:

Neighbourhood: \_\_\_\_\_

Address: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Anticipated Number of Attendees: \_\_\_\_\_

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**If you are requesting a street closure, please complete Section C on the following page.**

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**SECTION C - Street Closure Permit Request**

Please read and complete the following for a street closure request:

1. Permits must be submitted to the Town Office for approval a minimum of two weeks in advance of event.
2. If you are borrowing barricades and garbage cans, then a \$110.00 damage deposit must accompany this application. Any damages or losses incurred to the barricades and garbage cans, while in your possession, will be charged against the deposit. Deposit must be in the form of a cheque and made out to the Town of Innisfail.
3. Ensure the signed permit from the Town is present/posted at your event.
4. Street closures are:
  - Permitted on weekends and holidays only.
  - Not permitted on main arteries and intersections.
5. Advise residents that parking alternatives must be within legal parking areas. Illegally parked vehicles will be towed.
6. Pickup and return of barricades and garbage cans is the responsibility of the applicant at the following location/times:
  - The Town of Innisfail Public Works Shop (5702 36 Street)
  - 8:30 a.m. to 4:30 p.m. Monday through Friday
7. Applicant will be responsible for any public property damages.
8. Applicant must ensure that a minimum of half of the street remains clear for the passage of emergency vehicles should they be required.
9. Barricades and garbage cans required:
  - How many barricades do you require (maximum of six)? \_\_\_\_\_
  - How many garbage cans do you require (maximum of six)? \_\_\_\_\_
10. You must include your completed **Block Party Street Closure Consent Form** with this application.

*I have read, and agree to abide by, the conditions listed above outlining street closures and barricade and garbage can use.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Town of Innisfail Internal Use Only**

Signature of Authorized Town Employee: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Request sheet returned with 75% approval of property owners:      Yes      No

Permit fees received (\$110.00):              Yes      No              Type of Payment:              Cash      Cheque      Credit

The information is being collected under Section 33(c) of the Freedom of Information and Protection of Privacy Act and will be protected under the provisions of the Act. For more information please contact the FOIP Coordinator at 403.227.3376.







# Want to Help Plan a Block Party?

Check your interest below, then call or return to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### I am interested in:

- |   |   |
|---|---|
| <input type="checkbox"/> organizing committee | <input type="checkbox"/> food           |
| <input type="checkbox"/> cleanup              | <input type="checkbox"/> attending only |
| <input type="checkbox"/> entertainment        | <input type="checkbox"/> other _____    |

#### Great reasons to have a block party in our neighbourhood:

- Increase a sense of belonging to our community
- Get to know our neighbours and where they live
- Increase security in your neighbourhood.
- Establish new friendships and refresh existing ones
- Long-term residents can share community history



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# Join Your Neighbours!

Where:

When:

Time:

RSVP:







Special thanks to the following sponsors that help make this program a success!

