



City of Spruce Grove

BLOCK PARTY HOW TO GUIDE

www.sprucegrove.org/blockparty



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Let's have a Block Party!

Our communities are stronger when we care about each other and the neighbourhoods we live in. A block party is the perfect opportunity for neighbours to come together, meet each other, and have fun! Friendships amongst neighbours result in safer, more caring communities. As friendships grow, so do welcoming and inclusive communities.



Top Ten Reasons to Host a Block Party

1. To have fun! You don't need a reason to celebrate.
2. To get to know who lives on your street. Neighbours who know each other are more likely to look out for one another.
3. To establish a sense of belonging within your community and keep that "small town" feeling.
4. To make additional connections in your community. Once you get to know your neighbours, you may want to exchange skills or resources with them, such as sharing tools or childcare.
5. To strengthen community spirit and encourage neighbours to look after their community.
6. To get to know who on the street might need a little extra help from time to time.
7. To meet some of the long-term neighbourhood residents and learn about your neighbourhood's history.
8. To plan projects you can work on with your neighbours, such as a barbeque/clean-up day.
9. To establish new friendships and connections.
10. To start a new tradition of getting together once a year.

Advantages of Registering a Block Party with the City

Block parties registered with the City receive the support of Community Social Development staff to help navigate the block party planning process and answer any questions. Other benefits of registering your block party with the City include:

- Approved block parties registered with the City are eligible to receive a \$150 financial support, available in two different forms/options.

Option 1: \$150 **Save-On-Foods voucher** to support the purchase of block party food.

Please note: Completion of a Block Party Evaluation questionnaire will be mandatory after completion of your block party event.

- Save-On Foods also extends a 15% discount to the remainder of the block party grocery order.

Option 2: \$150 **prepaid credit card** to support the block party costs (food, insurance coverage, material, etc.)

Please note: If you select this option, you will receive the prepaid credit card AFTER completion of your block party event and upon mandatory completion of a Block Party Evaluation questionnaire.

- Block party hosts are eligible to borrow an activity tote (first come, first served basis). These kits include supplies, games, and activities to support neighbourhood connection. See page 7 for details.
- Extra online resources, such as a "Bike Rodeo Toolkit" developed by Alberta Health Services, and much more. See "Resources for hosts" section of [Block Party webpage](#) for all online resources.

Responsibilities of the Block Party Host

Thank you for considering being a block party host in your neighbourhood!

As the block party host, you want to plan a successful event. Here are some responsibilities and considerations to keep in mind:

- The block party host is responsible for overseeing the set-up and take-down of the event.
- The block party host should ensure that everyone feels welcome and that all neighbours are included in the festivities.
- The block party host should ensure that the space is left how it was found.
- The block party host should consider other events happening in the neighbourhood when choosing a date.
- The block party host should encourage inter-generational and inter-cultural participation.
- Block party hosts should observe security precautions by keeping houses and doors locked while at the event.
- Block party time limits are between 10 a.m. and 10 p.m., as per [Noise Control Bylaw](#).
- Block party hosts should remain at the party until its conclusion.

Types of Block Parties

Block Party - Private Property

This type of block party occurs on a block party host's private property. It includes parties that take place in private backyards, front lawn, driveway, etc.

To apply for this type of block party:

1. Apply through the City's ActiveNet portal (registration link on the [Block Party webpage](https://sprucegrove.org/blockparty) - sprucegrove.org/blockparty). The application will be processed within two weeks, and organizers will be notified if the block party is approved or not.
2. The block party might need to get insurance coverage if required (activities dependent). See page 4 for details on insurance coverage requirements and options.

Planning Time: > Two Weeks

Block Party - Closed Street

This type of block party happens directly in the street, with the street being formally closed through a roadway closure. This type of block party can ONLY occur on a small street or cul-de-sac.

Main roadways and streets with a high level of traffic WILL NOT be eligible for this type of block party.

To apply for this type of block party:

1. Apply through the City's ActiveNet portal (registration link on the [Block Party webpage](https://sprucegrove.org/blockparty) - sprucegrove.org/blockparty). The application will be processed within three weeks, and organizers will be notified if the road closure/block party is approved or not.
2. If the application is **approved**, the following is the responsibility of the block party host:
 - a. Provide the City with proof of insurance coverage. See page 4 for insurance coverage requirements.
 - b. Organize barricades required for formal street closure. Portable barricades are provided free of charge but must be picked up and returned by the block party host. The block party host must also ensure that the barricades are placed in locations indicated in the street closure approval notification to ensure safety for all.
 - c. Notify neighbours that the street closure has been approved for the party.
3. If street closure is **not approved**, block party hosts can pursue an alternative type of block party but should allow enough time to make an alternative plan.

Planning Time: Three to Five Weeks

Block Party - Public Green Space

This type of block party is for block parties within a City-owned park or public green space.

To apply for this type of block party:

1. Apply through the City's ActiveNet portal (registration link on the [Block Party webpage](https://sprucegrove.org/blockparty) - sprucegrove.org/blockparty). The application will be processed within four weeks, and organizers will be notified if the blockparty/green space use is approved or not.
2. If the application is **approved**, the following is the responsibility of the block party host:
 - a. Provide the City with proof of insurance. See page 4 for insurance coverage requirements.
3. If public green space application is **not approved**, block party hosts can pursue an alternative type of block party but should allow enough time to make an alternative plan.

Planning Time: Four to Six Weeks

Insurance Requirements

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Block Parties on **Public Space (closed street or green space/park)**

Insurance is required for all block parties on City property (block parties happening on a closed-street or in a green space/park).

Proof of insurance is required and mandatory.

The following insurance options are available for **Block Parties on City Property (closed-street or green space/park)**:

- **OPTION 1:** Acquire event insurance with **Instant Risk Coverage (IRC)** insurance, an online portal that provides affordable event insurance.
- **OPTION 2:** Acquire event insurance through a broker and/or insurer.

Block Parties on **Private Property**

Insurance is not required by the City to participate in the block party program but is strongly recommended.

Insurance might be required for high-risk activities (see "High-Risk Special Activities" section of this guide).

The following insurance options are available for **Block Parties on Private Property**:

- **OPTION 1:** Acquire event insurance through a broker and/or insurer.
- **OPTION 2:** Insured homeowners may have insurance options available to cover a block party.

For any questions regarding the insurance requirements, please contact the City's Insurance and Risk Management office at 780-962-7634 ext. 520.

How to Acquire Insurance with Instant Risk Coverage (IRC)

Apply for insurance coverage online at <https://sprucegrove.instantriskcoverage.com/policy/new/>

Once on the webpage, please follow the below steps to complete your insurance coverage application:

1. Complete the "Applicant Information" section.
2. Under the "Event Information" section, complete as follows (fill-in with/select **green answers**):
 - What is the name of the facility the event is going to be taking place in: **Public Space - 315 Jespersen Ave**
 - Rental / Facility Agreement Number(s): **BLOCK-2024**
 - Select the type activity taking place: **Room Rental / Banquet Hall / Park Events / Public Events**
 - Select the activity being hosted: **Block Party**
3. Complete all remaining sections and submit your application.

Any questions you have regarding the IRC insurance coverage application can be directed to IRC support by email at support@instantriskcoverage.com or by phone at 1 (800) 517-1390.

IRC Insurance Coverage FAQ

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Q: What is the purpose of the insurance coverage?

A: The insurance is designed to protect both the block party organizer, participants and the City from financial losses due to accidents, damages, or injuries that may occur during the use of City (public) space. This insurance ensures that in the event of an incident, the costs associated with medical treatments, legal fees, and repairs can be covered, thereby reducing the financial burden on the individuals and groups involved.

Q: Why is there a deductible in the insurance policy?

A: A deductible is a fixed amount that the policyholder must pay out of pocket before the insurance coverage kicks in. Deductibles are used to share the risk between the insurer and the insured. By having a deductible, it encourages policyholders to act responsibly and helps prevent frivolous claims, which in turn helps keep insurance premiums more affordable for everyone.

Q: What does the IRC insurance cover?

A: The insurance typically covers liabilities related to accidents or injuries that may happen to participants or spectators, damages to the property, space or equipment. Coverage can include medical expenses, legal fees, and property damage. It's important to review the specific policy details as coverage can vary based on the agreement with the insurance provider.

Q: Are all types of activities covered under the insurance?

A: Not all activities may be covered under the standard insurance policy. High-risk activities or events that involve hazardous materials, extreme sports, or large gatherings may require additional coverage.

Q: What should the block party host do in the event of an incident or claim?

A: In the event of an incident, the block party host should immediately ensure the safety of all individuals involved and then notify the insurance policy (IRC), the Block Party Coordinator or the Insurance and Risk Manager. Detailed documentation of the incident, including photographs, witness statements, and any available reports, should be gathered.

Q: Can a host be refunded their premium IF the block party is cancelled?

A: Yes as long as it is before the start time of the event. Contact IRC support by email at support@instantriskcoverage.com or by phone at 1 (800) 517-1390 for a refund request.

Q: If a host needs to make a change to their block party insurance coverage? i.e. change it from a closed-street block party to block party on their private property, or if the block party date has changed - is there a way they can change it?

A: Yes it can be changed before the start of the event, as long as the start time has not passed. Contact Contact IRC support by email at support@instantriskcoverage.com or by phone at 1 (800) 517-1390 for a coverage change request.

Special Activities

High-Risk Special Activities

High-risk activities include activities such as bounce houses, slides, petting zoo, etc.

If a high-risk activity is planned for a block party, please contact the City's Insurance and Risk Management office at 780-962-7634 ext. 520 for a quick consultation.

Tents and Fire Pits

- If the use of tents is planned, it is the block party organizer's responsibility to make sure that the tent is compliant with the Land Use Bylaw.

A permit is required for tents larger than 10 square meters. Learn more and see how to apply for a permit [HERE](#).

ANY TENT on site must adhere to the [Fire Code](#).

- Open fires are not permitted on City streets and public spaces.

Food and Beverages

- You do not need a permit from AHS to serve food at a community event. However, proper food handling should always be a priority.
- For more information on food safety, please visit <https://www.alberta.ca/food-safety.aspx>
- Alcoholic beverages are not permitted on City streets and public spaces.
- If the presence of a food truck is planned, it is the block party's organizer's responsibility to make sure the food truck is compliant with the City's [Food Truck Requirements](#).

Block Party Invitations & Signage

- Block Party invitation templates are accessible on the City's block party webpage. These individual invitations are fillable and can either be printed or sent electronically to your neighbours.
- Block Party invitation posters (11x17) are available for the hosts to pick-up through the Block Party Connections Kits. These posters are meant to advertise and promote your block party in your neighborhood (community spaces, community mailbox, etc.) in the days prior to your event. The posters are paper-printed and can be hand-filled by the hosts with specific information regarding their block party. An online poster template is also available to print at home on the "Resources" section of the [Block Party webpage](#) - sprucegrove.org/blockparty)
- "Block Party in Progress" lawn signage (step stakes) will be available to borrow at the Border Paving Athletic Centre (BPAC) on the day of your block party to notify by-passers of your event. There is a limit of four lawn signs per block party.

Block Party Connection Kits

To initiate and foster connections between block party participants, Block Party Connection Kits will be available for the block party hosts to pick up at Border Paving Athletic Centre in the days/weeks before your hosting your event. These kits include ice-breaker and get-to-know activity ideas, some suggestions on how to build on from the connections made at the block party, and additional ideas on how to connect with your neighbours all year long. Nametags, tablecloth, block party sign-in sheet, evaluation poster, Block Party invitation posters, and more, are also included in these kits.

Leisure Supplies & Equipment Rental

Block party hosts can borrow, as available, some activity totes and leisure equipment to support fun-having and social connections during their event. Activity totes will be available for pick-up at Border Paving Athletic Centre (BPAC) on a “first come, first serve” basis. Further information on the pick-up and return process will be provided to the hosts upon their block party approval.

Overview of leisure items available to borrow (depending on availability):

Cornhole game set	Badminton set
Horseshoe game set	Volleyball set
Frisbee	Spike ball game
Sidewalk chalks	Molky game
Kids giant play parachute	Giant bubble nets



Clean Up Your Block Party!

Make Your Block Party Green Tip Sheet!

- Avoid unnecessary waste
- Use compostable materials
- No straws
- Reduce packaging
- Purchase bulk condiments
- Provide sorting bins for organics, recyclable & waste
- Encourage bring your own reusable bottles
- Encourage walking to the event

Schedule a 'Post Party Clean Up'!



SPRUCE UP
SPRUCE GROVE



Download the City's free app and learn how to properly sort household waste.

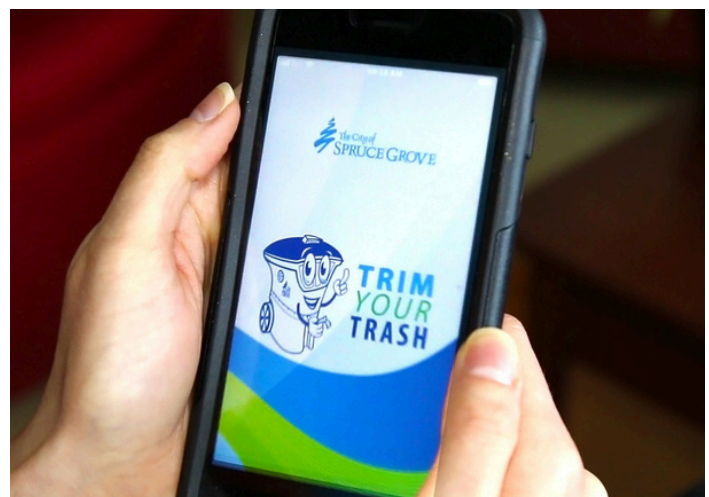


APPLE




ANDROID

www.sprucegrove.org/sort



Block Party Checklist

Timeframe	Task	Check 
2-6 weeks before the event (depending on type of block party)	Ask around to see if other neighbours would like to help out.	
	Choose a suitable date and location for the event. You may want to choose an alternate date in case of inclement weather or other factors.	
	Register your block party with the City. The City of Spruce Grove requires your application to be submitted at least 2-6 prior to the event, depending on the type of block party.	
	Check insurance requirements and get insurance coverage if it is required for your type of block party.	
	Promote your block party. Send out invitations.	
	Plan a menu and make up a shopping list.	
	Pick-up your Block Party Connection Kit at BPAC.	
	Plan games/activities for all ages.	
Week before the event	Arrange to have a table available for food.	
	Decide whose barbecue(s)/tables/chairs will be used.	
	Arrange to have coolers available to keep perishable food items cool.	
	Decide how to deal with waste and recycling.	
	Receive your food voucher (if you chose this option).	
	Buy groceries and other supplies.	
	Send a reminder to neighbours.	
Day of the event	Pick-up leisure supplies, lawn signage, etc. at BPAC.	
	In the case of a closed street block party, pick-up and set-up barricades.	
	Designate areas for barbecues, food, garbage, seating and games/activities. Remember to have containers available for garbage, organics and recycling.	
	Designate area for wipes and sanitizer for easy access.	
	Set up your lawn games, arrange your welcome table and sign-in sheet.	
	Enjoy getting to know your neighbours and have fun!	
After the event	Ensure all trash has been picked up and removed, and recycling/organic materials have been taken to the appropriate places.	
	Return leisure equipment and other material at BPAC.	
	In the case of a closed street block party, return barricades at BPAC.	
	Complete the mandatory evaluation and take notes for next year.	
	Receive your prepaid credit card (if you chose this option).	

Block Party Tips

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(Heard From Experienced Block Party Hosts!)

- 1- **Send a 'Save the Date' invitation so that all your neighbours know the chosen Block Party date. Consider including requests for assistance. Your neighbours will be much more engaged if they are contributing to the party!** For example, ask people to help with set-up/clean-up, engage youth in planning kids activities, or ask people to bring food, chairs or other items. People like to contribute in some way and will be more engaged as a result.
- 2- **Prepare for the weather. Consider an alternate location in case of rain or inclement weather.**
This may be a garage or a tent.
- 3- **Have a sign in sheet at your party to keep track of who attended and help you build a neighbourhood contact list.**
- 4- **Provide name tags to help people learn one another's names.**
Name tags are provided to block party hosts through the Block Party Connections Kit!
- 5- **Introduce people who are new to the neighbourhood and help them make connections with other neighbours.**
- 6- **Have activities suitable for all generations to encourage everyone to participate.**
- 7- **Invite neighbours to help with planning the block party.**
You could even create a planning group!
- 8- **Talk to neighbours during the party about other ways you might like to connect and stay in touch throughout the year.**
- 9- **Have a pot-luck and invite everyone to contribute!**
- 10- **Use the free resources and leisure equipment through the Block Party Program!**
- 11- **Promote and communicate your block party in different ways, to reach a maximum of people from different demographics!** For example: Promote your event in your local neighborhood social media group (or create one!); go door-to-door to distribute invites; put a poster up somewhere in your neighborhood that by-passers will see easily; ask neighbours to share the word, etc.

FOR MORE INFORMATION

PLEASE CONTACT:

City of Spruce Grove | Community Social Development

Block Party Program

blockparty@sprucegrove.org

780-962-7618



**BLOCK
PARTY**

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