

BON ACCORD

BLOCK PARTY CHECKLIST

For clarity, please read Bon Accord's [Block Party Policy](#) to ensure you understand timelines and your responsibilities in hosting a block party in Bon Accord.

Prior to Submitting your Application:

- ☐ At least 15 households that are directly impacted by your block party must be notified and agree to the event. Multiple people at the same address only count as 1 household.
- ☐ Decide on the date and time of your event. Remember that block parties can only be held during warmer months between 10 am and 10 pm.

At Least 3 Weeks Out:

- ☐ Submit your application at least 3 weeks prior to your event date to the Town office at cscoordinator@bonaccord.ca. The Town will notify you to advise if the event is approved or not.

Helpful planning reminders:

- ☐ Road closures must ensure emergency vehicle access; **all objects on the roadway must be easy to move in an emergency.**
- ☐ Block parties must adhere to all Town bylaws and policies, including Community Standards for noise, etc. and to the [Block Party Policy](#) restrictions.

4 Days Before:

- ☐ You must notify your neighbours at least 4 days prior to the event. You may want to use the printable template available on our website or customize the [invitation template](#) using Canva.

1 Business Day Before:

- ☐ If your approved application included a road closure, public works staff will drop off barricades for you to close the road on the day of your event.

The Day of the Block Party:

- ☐ Position barricades, if provided, at each end of the street to warn oncoming traffic that the road is closed.

- ☐ Greet your guests as they arrive and help introduce neighbours to one another.
- ☐ As the host, you must remain at the block party until its completion.

After the Block Party:

- ☐ Clean up all public property – try to leave things better than how you found them.
- ☐ Remove the barricades from the roadway for public works to pick up 1 business day after your event.
- ☐ Sit back, relax, and think about the wonderful memories you’ve created with your community and neighbours!