Welcome To Neighborfest 2019!

The Neighborhood Empowerment Network’s (NEN) Neighborfest Program offers communities, and the agencies committed to their resilience, a fun and interactive platform to engage residents about programs and resources that strengthen their neighborhood’s overall connection and capacity. The Program teaches residents to come together spontaneously and protect the well-being of everyone, especially the vulnerable, during times of stress. Since 2014, San Francisco residents have hosted more than 120 Neighborfests.

The 2019 Neighborfest Host Agreement was created to ensure public safety and maintain the integrity of the Program’s mission. Thank you in advance for investing in your community by hosting a Neighborfest.

In 2019 Neighborfest will be supported by Livable City, the same outstanding nonprofit organization that brings us Sunday Streets and Play Streets. Please direct all questions about Neighborfest to Neighborfest@LivableCity.org or (415) 344-0489.

2019 Neighborfest Program Guidelines

The Neighborfest Program Guidelines were created to maintain public safety and the integrity of the program’s mission. We thank you in advance for investing in San Francisco by participating in Neighborfest and adhering to all of the Neighborfest Program Guidelines.

General Requirements
- All Neighborfest Block Parties and activities must be free and open to the public (i.e. no sales or commercial activities of any kind).
- All Neighborfest Block Parties will receive disaster preparedness resources and a Neighborfest table. Livable City staff will facilitate the “Run Your Resilientville” exercises with guests throughout the day.

Location Guidelines
- Ideal Neighborfest Block Party locations are flat, straight and already have low car traffic.
- Streets with bus stops or routes, emergency vehicle routes, parking meters, or more than one lane of traffic in each direction are not eligible for a Neighborfest Block Party.
- Commercial corridors are not eligible for hosting Neighborfest Block Parties.

Host Committee Requirements
- At a minimum, every Host Committee must assign an “Event Co-Chair: Administrative Lead” who will be responsible for submitting the 2019 Neighborfest Host Agreement and Application, as well as all follow-up communications with Livable City concerning permitting, reserving equipment, and scheduling onsite coaches.
- See the Neighborfest Playbook for a full list of recommended Host Committee Roles (available for download at Empowersf.org/neighborfest-host-support/).
Outreach Requirements

- Conduct a minimum of 1 door knocking session on the proposed Neighborfest block prior to the block party.
- Post signs and flyer cars on the Neighborfest block a minimum of 3 days prior to your block party.

Programming Guidelines:

- By signing the Neighborfest Host Agreement, the Neighborfest Hosts assume liability for all claims arising from the event. As such, Neighborfest Hosts are HIGHLY ENCOURAGED to purchase 1-day special event insurance and may be required to do so if hosting certain high-risk activities (bounce houses, carnival rides, etc.).
- Beyond community organized potlucks for your neighbors, free or for sale food services are not permitted with the Neighborfest Block Party Program, but can be facilitated with an additional application process. Email Neighborfest@livablecity.org no less than 6 weeks prior to your block party date to secure the additional permit.
- It is understood that all event participants will use their own bathrooms during the event.
- See the Neighborfest Playbook for more programming resources.

Prohibited Activities:

- Use of or promotion of tobacco/smoking products or alcohol
- Consumption of alcohol in public spaces; open container laws still apply during a permitted street closure.
- Promotion of beverages or food that do not meet the City and County of San Francisco’s HEAL legislation (i.e. sodas and other sugary beverages, foods with added sugar and/or hydrogenated oils)
- Distribution of individual, single-use plastic water bottles
- Commerce and/or sales (market place, food trucks and stalls, etc)
- Gated, paid programming (pay rides, VIP lounges, etc)
- Motor vehicles or motor vehicle shows
- Restricting the use of or access to bike share stations or vehicle share spaces

Safety Requirements:

- All permits must be on site with the event organizer during the street closure times.
- Approved Barricade Usage:
  - Only use the Livable City barricades for the street closure.
  - Ensure barricades do not block handicap ramps or crosswalks.
  - Ensure street closure signs are prominently placed on the outside of the barricades at the beginning of the block party.
  - When the barricades are used to close a street during non-daylight hours, the barricades must have flashing lights.
- Ensure an emergency access lane of 14 feet is maintained in a straight line from one end of the block to the other during all hours of the street closure. No equipment can be placed in the emergency access lane.
- Ensure NO SMOKING signs are prominently displayed throughout the event.
- Provide 1-2 safety volunteers to assist vehicles that must enter or exit the Neighborfest.

Waste Management and Cleanup Requirements:

- Receptacles for compost, recycle and garbage must be made available to guests.
- You are responsible for disposal of event waste using the 3-bin system and for cleaning up the street. If Public Works or Recology is sent into the area after the event to do additional cleanup, you may be responsible for the cost of this service.
Neighborfest Host Agreement

Location of Block Party (Name of Street and Cross-Streets):

___________________________________________________________________________________________

Requested Date of Block Party:

1st Choice: ___________________

2nd Choice: __________________

3rd Choice: ___________________

Proposed time of block party (Livable City will automatically add two hours before and after for set-up and breakdown, for permitting purposes): ___________-____________

Home Address:  _________________________________________________________________________________

Phone:  ____________________________________

Email:_____________________________________________

By signing this agreement, the applicant agrees to indemnify, hold harmless and assume the defense of the City and County of San Francisco, any of its Neighborfest Program Partners including Livable City and Recology from and against any and all claims, demands and actions for damages resulting from any activities directly or indirectly conducted under this program, regardless of the negligence of City and County of San Francisco.

Under penalty of perjury, I have read and understand the requirements of hosting a block party and I understand the responsibilities I am assuming with respect to this event. I have completed the application and drew the proposed map to the best of my ability.

Print Full Name: _________________________________________________________________________________

Signature: ________________________________________________________      Date: _____________________