



One Village Circle  
Willow Springs, IL 60480  
708.467.3700 (o)  
708.467.3710 (f)

## BLOCK PARTY PERMIT APPLICATION (Recreational Street Closing)

DATE OF APPLICATION: \_\_\_\_\_

### APPLICANT INFORMATION

<b>Applicant Name:</b>					
<b>Address (Home):</b>					
<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
<b>Email Address:</b>					

### EVENT INFORMATION

<b>Location of road closure:</b>					
<b>Date:</b>		<b>Start Time:</b>		<b>End Time:</b>	
<b>Request Barricades:</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If barricades are available and approved for use, barricades will be dropped off to the contact person prior to the event. Barricades will be picked up on the next business day following the party. Contact person will be responsible for any damage or loss of barricades.		
<b>Other information or requests:</b>					

As applicant/contact person for this event, I agree to abide by the attached list of rules and regulations.

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

#### For Office Use Only

Date received: \_\_\_\_\_ Received By: \_\_\_\_\_

\_\_\_\_\_ Police Dept. Notified    \_\_\_\_\_ Fire Dept. Notified    \_\_\_\_\_ Public Works Notified

## BLOCK PARTY RULES & REGULATIONS

- Please note: A block party permit cannot be used or issued to close any state or federal highway / route, any county highway / route, any street with a bus route, any street prior to 8:00 am or past 10:00 pm, any street for more than (1) day in succession.
- Prior to applying for a Block Party, the applicant/contact person shall notify all residents living on the block of the date and time of the Block Party and obtain signatures and address for each resident on the block (form attached).
- Block Party Applications shall be submitted at least 7 business days prior to the requested event date. Applications received less than 7 business days prior to the requested date will not be accepted.
- Alcoholic Beverages shall not be permitted on public property at any time.
- Food preparation, including cooking/grilling, is not permitted on public property at any time.
- All tables, chairs, activities, etc. are to be kept to one side of the street to allow emergency vehicle access.
- If barricades are available and approved for use, barricades will be dropped off to the contact person prior to the event. Barricades will be picked up on the next business day following the party. Contact person will be responsible for any damage or loss of barricades.
- Block Party permit is valid only for the date and time requested on this application.

I have read and understand the above rules and regulations and agree to abide by them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## RESIDENT ACKNOWLEDGEMENT

By signing this form, I acknowledge that there will be a block party located at

\_\_\_\_\_  
(street name)

on \_\_\_\_\_  
(date of event)

from \_\_\_\_\_ to \_\_\_\_\_.  
(start time) (end time)

One (1) signature per residence is required. Residents who will be on vacation the day of the block party should indicate this next to their address. Any vacant residences should also be listed below and indicated as vacant.

Name (Please Print Legibly)	Address	Signature

