



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					
Applicant Name:					
Address (Home):					
City:		State:		Zip:	
Email Address:					

EVENT INFORMATION					
Location of road closure:					
Date:		Start Time:		End Time:	
Request Barricades:	<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.		
Other information or requests:					

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: _____

