



BLOCK PARTY PACKET

INSTRUCTIONS & TOP SHEET

This package has been created to provide a streamlined application for block parties. The package will speed our time by coordinating the information provided to the Village departments. **Applications must be filed at least 15 days before the block party.**



PLEASE READ INSTRUCTIONS FIRST

This packet has six (5) pages and the numbers can be found in the bottom left hand corner of each page.

- ✓ Please fill out the pages 3 & 4 completely and return to Village Hall.
- ✓ Page two (2) is the Block Party Overview. This is a brief overview of what qualifies as Block Party and provides general details.
- ✓ Page three (3) is the Block Party Support Signature Sheet. Applicants should use this sheet to gather signatures of residents of the block and this must accompany application.
- ✓ Page four (4) is the Block Party Application. This sheet lets the Village know what road you are seeking to close for the Block Party and event details.
- ✓ Page five (5) is the Neighborhood Block Party Guidelines. Applicants must read and abide by the policy.

Thank you for being an advocate for your neighborhood and for your interest in the Block Party Program.
We wish you the best in planning a fun-filled and safe neighborhood gathering.

BLOCK PARTY OVERVIEW

Having a neighborhood party? Want to close the street? Read the following to apply for a Neighborhood Block Party.

PURPOSE Block parties are the perfect opportunity for residents to take time to relax with their family and neighbors. It's a good way to meet new families on the block and learn what's going on within the neighborhood.

SCOPE Block parties must be open to all residents of the neighborhood or specific streets. Block parties are not intended to support specific religious, political or special, individual interest themes.

DEFINITIONS

Block Party A party organized by residents of a neighborhood, limited to a Village block, in which the street is closed off and participants eat and socialize.

Block Party Representative A single resident that resides on the block requesting the party that is the main point of contact for all matters regarding the block party.

Block Support: The representative must acquire the signatures and valid phone number of at least fifty percent (50%) of the homeowners/tenants of a block in order for a block party to be considered for approval. Each person signing is agreeing that the party can occur and the street can be closed. The Village reserves the right to call and verify signers consenting to the block party.

GENERAL

- Applications are considered on a first come, first served basis and may be limited due to other community events in the surrounding area.
- Applications must be received at least ***15 days*** before the desired party date. Applications received more than 30 days to the event, may not receive an immediate response. (early submissions will be time dated & processed in the order they were received)
- Parties may be held on a Saturday or Sunday. Block Parties may not be held on holidays, with the exceptions of: Memorial Day, Independence Day, and Labor Day.
- Streets that carry significant traffic volumes (e.g. Harding, Kemman, Maple) will not be considered for Block Parties. Due to safety concerns, blocks located within one block of major arterial streets (e.g. 31st, La Grange, Maple, and Ogden) will be considered on a case by case basis and may have additional requirements.
- The attendance of Police or Fire personnel and apparatus cannot be guaranteed and is dependent upon the availability of personnel.
- In addition to the rules listed above, a block party permit may be denied or modified for reasons including but not limited to concerns related to traffic control; public safety; conflicts with other special events; excessive complaints or recurring noise and/or nuisance problems.
- Bounce Houses and other novelties, if used, must be placed on private property and are the responsibility of the property owner. Placement of these devices in the public right-of-way, including the parkway, is prohibited.

BLOCK PARTY APPLICATION

MUST BE RETURNED TO VILLAGE HALL



Please return this application and signature page to the following address: 447 North Catherine Avenue, La Grange Park, IL 60526

Name of Block Party Representative (Applicant) _____
Today's Date

Applicant Address

Applicant Phone Applicant Email (required)

EVENT INFORMATION

Date of Street Closure: _____

Street to be closed off (e.g. 1300 Block of Ostrander): _____

From _____ to _____ (Latest end time is 10:00 p.m.)
Time (am/pm) Time (am/pm)

VISIT FROM POLICE AND FIRE (Please circle one) **YES** **NO**

If you wish to receive a visit, please indicate preferred time _____ (Fire Department availability is most likely to occur between 4pm and 6pm). *Fire or Police visits cannot be guaranteed.

I, _____, attest that the purpose of this request is to host a block party (*see definition on page 2*).

I have attached hereto a list of signatures of adults representing at least a 50% of adults (tenants or owners) of the homes abutting the street on which the block party is scheduled.

I specifically agree to be responsible for accepting delivery of barricades to my residence for the placement of barricades in the public right-of-way in accordance with Village instructions, and to return the barricades to my residence for Village pick-up after the block party.

***I agree to comply with all provisions of the Neighborhood Block Party Program Guidelines and Policies (pgs. 5).** Failure to comply with the requirements and conditions will void the block party request, and allow the Village to shut down the block party.

Signature of Block Party Representative (Applicant)

Office Use Only: ____ Approved ____ With Conditions

Application and signed petition must be submitted a minimum of 15 days prior to the date of the block party.

*NEIGHBORHOOD BLOCK PARTY GUIDELINES

General Safety

Barricades will be delivered to the Block Party Representative by the Department of Public Works the Friday before the block party and will be picked up the following Monday. If necessary, guidelines for barricade placement will be provided in the confirmation letter, and it is the Block Party Representative's responsibility to ensure that the barricades are placed in accordance with the guidelines. Only removable barricades provided by the Village may be used; do not use cars or ropes to block the roadway.

The Block Party Representative is responsible for promoting good safety practices and enforcing the Program Guidelines and Policies. These include:

- Persons or property shall not be on the street prior to the placement of the barricades.
- Barricades will remain in place for the duration of the party and may only be relocated to the curb once the street is clear from debris and obstructions.
- Do not hang banners, signs lights, or decorations on barricades or across the street.
- Vehicles will not be parked on either side of the barricades or along the closed street.
- Collapsible objects (tables, chairs, canopies, etc.) may be moved onto a street when/where parking is normally permitted along the street. All objects must be kept within the designated parking areas. This is to allow adequate access along the main drive lanes of the road for emergency vehicles if needed. ***Stages, fire pits, or other semi-permanent structures may not be placed in the street.***
- Ensure that at least three (3) feet clearance from obstructions is provided around all fire hydrants.
- All sidewalks along the closed street will be kept open and clear of obstructions.

- If there is an emergency, residents must remove barriers at all intersections to allow access of emergency responders.
- All participants shall comply with Village ordinances and State laws governing noise, alcohol and fireworks. Alcohol is only to be consumed on private property and may not be sold during a block party.
- Block Parties will end and have the street reopened by 10:00 p.m.

NEIGHBORHOOD NOTIFICATION

Communication with neighbors is essential to the success of the block party. Every resident impacted by the street closure must be notified. Include all the party details and outline the Village's Guidelines and Policies in the invitation so everyone knows what to expect. Encourage feedback and provide a phone number with a point of contact for the Block Party Representative.

The Village of La Grange Park will not mediate disagreements between neighbors about the street closure or the block party. Complaints about the block party may result in revocation/cancellation of the permit and may jeopardize future requests.

AFTER THE PARTY

The Block Party Representative is responsible for cleaning up and restoring the public right-of-way after the party ceases. This shall be done prior to the removal of the barricades and the street is reopened. The end time is 10:00 pm, and this is the time the street is to be reopened, not the time the party ends. Failure to clean up after the block party (within 24 hours of the end of the party) may result in denial of future block party request.

