



630-293-2200



475 Main St, West Chicago, IL 60185



# B L O C K P A R T Y P E R M I T A P P L I C A T I O N

*This application must be filled out for all resident and business block parties.*

## WHAT YOU SHOULD KNOW

- ▶ **BLOCK PARTY.** A congregation of citizens/neighbors held outdoors and on public property to conduct activities, including but not limited to children's games, picnics, food preparation and dispensing, and entertainment. It shall be for the benefit of all persons whose property abuts the section of street to be closed and not just for the private use of a specific property owner.
- ▶ All street closures that require police personnel must be paid by the event sponsor.
- ▶ The applicant is responsible for posting (1) Notification of Concealed Carry and (2) "No Firearms" signage in compliance with the State of Illinois Firearm Concealed Carry Act.
- ▶ Additional documents that you may need to submit with your application if applicable:
  - ▶ Layout of your event that includes fencing, port-o-lets, dumpsters, etc.
- ▶ All block parties are permitted until dusk. Applicants accept responsibility for the activities to be conducted throughout the term of this permit and agree to clear the area of any refuse or debris which may result from the activities.
- ▶ Barricades will be dropped off in the parkway at each end of the street to be closed on the day of the party. Applicants accept responsibility for placement and removal of the barricades and agree to protect them from damage and vandalism.
- ▶ If streets need to be closed, any resident/business in the area by the street closure must be given advance notice. All street closures for block parties must have the attached approval form signed by 2/3 of those impacted on the street.
- ▶ No individual admission charge is to be collected at the event for either entertainment, food, products or amusements.
- ▶ No alcohol is permitted to be consumed on City property.
- ▶ A completed application must be submitted no less than 30 days before your event and can be emailed to [arms@westchicago.org](mailto:arms@westchicago.org) or sent to: City Hall, Attn: Block Party, 475 Main St, West Chicago, IL 60185.

**Applications are reviewed by City staff and submission of an application does not guarantee approval.**

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## PRIMARY CONTACT INFORMATION

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*This will be our City staff's contact person during the application process, and where all correspondence will be sent during this permit process.*

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APPLICANT'S FULL NAME

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APPLICANT'S PHONE NUMBER

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APPLICANT'S ADDRESS (STREET, CITY, STATE, ZIP)

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APPLICANT'S EMAIL ADDRESS

ARE YOU HOSTING A BLOCK PARTY FOR OR THROUGH A BUSINESS?

Yes

No

*If so, please fill out the information below:*

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BUSINESS NAME

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BUSINESS ADDRESS (STREET, CITY, STATE, ZIP)

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## EVENT INFORMATION

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EVENT TITLE

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LOCATION OF EVENT

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DATE OF EVENT, TIME OF EVENT

DO YOU PLAN ON CITY STREET CLOSURES

Yes

No

*If so, please fill out the information below:*

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NAME OF STREET

BEGINNING TIME

ENDING TIME

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NAME OF STREET

BEGINNING TIME

ENDING TIME

---

NAME OF STREET

BEGINNING TIME

ENDING TIME

---

LOCATION OF ASSEMBLY AREA

---

TIME OF ASSEMBLY / TIME OF DISBANDING

---

APPROXIMATE # OF PARTICIPANTS

SOUND AMPLIFICATION ORDINANCE / GUIDELINES

DO YOU PLAN ON HAVING MUSIC/AMPLIFICATION AT YOUR EVENT?

Yes No

If so, check "yes" confirming you have read and will comply with the ordinance requirements below.

PERFORMER/BAND AND MUSIC TYPE

DESCRIBE THE SOUND EQUIPMENT BEING USED

- ▶ If you plan on using amplification, please be advised that although there is no permit which can be issued that addresses music, if complaints of any type are received, our Police Department personnel are obligated to respond and enforce the City Code/Ordinance.
▶ It is unlawful to use, operate or employ any such amplifying equipment unless the City of West Chicago Noise Ordinance/ Guidelines are followed.
▶ The operation of sound amplifying equipment shall only occur Sundays through Thursdays between the hours of 8:00 a.m. - 8:00 p.m., and Fridays and Saturdays 8:00 a.m.-11 :00 p.m. Some events may be extended if approved by the Chief of Police.
▶ Sound amplification devices noise limitation from residential properties: No person shall operate or permit operation of any sound amplification device or system from any residential property within the city which can be heard from a distance of fifty feet (50') or more from residential property during nighttime hours.

APPLICANT SIGNATURE

Please sign below to confirm that you have included the non-refundable \$10 application fee with this application and have read all rules and regulations. Please note that additional fees may be incurred for City services.

APPLICANT SIGNATURE

DATE

APPLICANT NAME (PRINT)



