



Dear Village Resident,

While block parties are a fun way to get to know your neighbors, all such parties must be approved by the Village prior to the scheduled event. In order to receive approval, a representative from your neighborhood must complete and sign the attached Block Party Application.

As you plan your event, please keep the following rules and regulations in mind:

- All residents who live on the block where the event will be taking place, **must sign the application, whether they will be participating or not.**
- Public Works will drop off barricades to close off the street prior to the start of the event and collect them afterwards.
- Reasonable noise levels should be maintained as to not disturb other residents at any time.
- Children must be adequately supervised at all times.
- All tables, chairs and other items placed on the street (including inflatable bounce houses) should be kept near the curb to allow for the passage of first responders, in case an emergency arises.
- **Do not** stretch extension cords, wires, ropes, banners, etc., across the street, as these could potentially prevent access by emergency vehicles.
- Applicants are reminded that “cover charges” and/or “admission fees” charged to cover the cost of alcoholic beverages are prohibited, and would require a liquor license as well as dram shop insurance.
- Completed applications must be submitted **at least 7 days prior to the event.**
- The New Lenox Fire Protection District must sign your application before to submitting to the Village.

We wish you the best at your block party and are here to help with the process. Please feel free to call Village Hall with any questions at (815) 462-6400.

By signing below, I acknowledge and will adhere to the above rules and regulations.

Signature

Date



BLOCK PARTY APPLICATION

DATE OF APPLICATION _____

APPLICANT'S INFORMATION:

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

PHONE #: _____ EMAIL: _____

BLOCK PARTY INFORMATION:

DATE OF PARTY: _____

STREET TO BE CLOSED: _____

START TIME: _____ FINISH TIME: _____

BRIEF DESCRIPTION OF EVENT: _____

WOULD YOU LIKE THE MAYOR OR TRUSTEE TO ATTEND? YES _____ NO _____

WOULD YOU LIKE A MEMBER OF THE POLICE DEPT. TO ATTEND? YES _____ NO _____

WOULD YOU LIKE A MEMBER OF THE FIRE DEPT. TO ATTEND? YES _____ NO _____

***REMEMBER EVERYONE ON THE BLOCK MUST SIGN WHETHER THEY WILL BE ATTENDING OR NOT.**

ADDRESS:

SIGNATURE:

***THERE ARE SPACES AVAILABLE FOR ADDITIONAL ADDRESSES AND SIGNATURES ON THE BACK OF THIS FORM.

FIRE DEPARTMENT APPROVAL: _____ **DATE:** _____

