

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.

I also acknowledge that the Village will approve block party applications with the understanding that all participants will be following the Phase 4 guidelines set forth by Governor Pritzker.

Signature _____ Date _____



BLOCK PARTY GUIDELINES AND ACKNOWLEDGMENT

Dear Village Resident:

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

As you plan your block party, please keep the following regulations in mind:

- All residents on the block must sign the application whether they will be participating or not.
- Public Works will drop off the barricades prior to the event and collect them after the event. Applicants shall not use vehicles as a form of barricade.
- Noise levels should not disturb residents at any time.
- Children must be adequately supervised at all times.
- All tables, chairs and other items placed on the street (including inflatable jump houses) should keep within the area next to the curb to allow passage of emergency vehicles.
- Do not stretch wires, ropes, nets, lights, banners and other items across the street. These could prevent access by emergency vehicles.
- Applicants are reminded that “cover charges” or “admission fees” charged to cover the costs of alcoholic beverages are prohibited; and would require a liquor license and dram shop insurance.
- Completed applications must be submitted at least 7 days prior to the event.
- The Fire Department must sign the application before submitting to the Village.

We wish you the best at your block party and are here to help with the process every step of the way.

For questions, please call the Village Hall at (815) 462-6400.

By signing below, applicants understand and agree to adhere to the guidelines above.

Signature



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:** _____

