



# Village of Morton Grove

6101 Capulina Avenue ♦ Morton Grove, Illinois 60053

Telephone (847) 965-4100 ♦ Fax (847) 965-4162

www.mortongroveil.org

## BLOCK PARTY REQUEST FORM

Date of Application: \_\_\_\_\_

Applicant Name (*Print Clearly*): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Date of Party (Requests must be submitted 21 days in advance): \_\_\_\_\_

Rain Date: \_\_\_\_\_

Starting/Ending Times: \_\_\_\_\_

Part of Block (from what street to what street?): \_\_\_\_\_

Address of barricade drop-off: \_\_\_\_\_

Have all residents been notified: \_\_\_\_\_

*Please Note: All residents living on the block **must** be notified in advance. See back of this form for details.*

**I HAVE READ THE BLOCK PARTY PERMIT POLICY ON THE BACK OF THIS FORM AND FULLY UNDERSTAND THE ABOVE INFORMATION, ASSUMPTION OF RISK, WAIVER, AND RELEASE OF ALL CLAIMS.**

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

**Please return this form to:** Village Administrator's Office, at the address listed above. A permit will be mailed to the provided address. Please call with any questions.

*Copies Sent to:*

- \_\_\_\_\_ Public Works
- \_\_\_\_\_ Fire Department
- \_\_\_\_\_ Police Department 7-3 Shift Commander
- \_\_\_\_\_ NSECC
- \_\_\_\_\_ Comm-Center
- \_\_\_\_\_ Pass On

*Approval:*

NOT VALID  
WITHOUT  
OFFICIAL  
VILLAGE  
STAMP

**Village of Morton Grove, Illinois**  
**BLOCK PARTY PERMIT POLICY**

**The Village of Morton Grove may authorize the barricading and closing of streets for recreational purposes when the following conditions have been met:**

- The applicant(s) has presented to the Village the completed application. The applicant has notified all residents of the block affected and believes at least 51% of the households approve the application.
- The block party is for a social or recreational purpose only and is not a for-profit, commercial venture.
- The street closing will not create a hazard or otherwise interfere with public safety.

**Block Party Permits are subject to following guidelines, restrictions, and exemptions:**

- Block parties may start as early as 10:00 am unless the Village determines a special event necessitates a later start time. No block party shall extend beyond 10:00 pm upon any portion of the public right-of-way.
- To ensure emergency vehicle safe passage, all tables, chairs, etc., placed on the street shall not project more than six feet from the curb. Wires, ropes, nets, lights, banners, etc., are not to be stretched across the street so as to prevent immediate access by emergency vehicles. Fire hydrants shall not be obstructed by material or objects of any kind and must be accessible 15 feet on either side.
- All persons attending the Block Party shall comply with all applicable Village ordinances including the Noise Control Ordinance. The applicant(s) shall be held responsible that no persons attending the block party shall violate the noise control ordinance.
- No alcoholic beverages shall be sold at any block party or gathering. No person shall drink any alcoholic beverage in the public right-of-way outside of the block party confines or in or about any motor vehicle in or out of the public confines of the block party or gathering.
- The applicant shall be responsible for the removal of all refuse from the public right-of-way, parkways, alleys and all other adjacent public lands at the conclusion of the block party.
- The sponsors and all persons attending the block party shall maintain order and comply with all village, county, state, and federal laws and policies. That portion of the public right-of-way to be used by the block party or gathering shall be designated by an appropriate number of barricades to be provided by the Village. Barricades will be provided and picked up from the applicant's residence by the Village. The applicant shall be responsible for return of barricades undamaged and may be subject to a charge for damaged or lost barricades. Vehicles are not to be utilized as barricades anywhere in the street.
- All properties of the Village are to be treated reasonably and with due care during the block party.
- Each block will be permitted to hold a maximum 2 block parties a year, not on consecutive days.
- The Police Chief or his authorized representative has the authority to revoke the permit of any street closing in the event that he or she determines the actions or conduct of the group have violated any of the terms and provisions stated herein or other applicable laws and ordinances; or in the event it is determined by the Chief or his representative that such actions have resulted in interference with the flow of vehicular or pedestrian traffic on streets not covered by the permit.
- The block party permit may be revoked by either the Police or Fire Chief or the Village Administrator for due cause in the case of an emergency. In the event of a fire, rescue, or police emergency, barricades are to be removed immediately. The Village will be held harmless as to any damage to property obstructing their entrance or exit or obstructing their duties.

*The Village of Morton Grove is not responsible for injuries to people attending block parties or gatherings. Block party attendees agree to hold the Village and its employees, officers, and agents harmless from any and all claims or alleged claims for damages arising from the block party.*