



Village of Morton Grove
Neighborhood Block Party Guidelines
Practices for Gatherings of 50 or fewer
Phase 4 of Restore Illinois

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: _____

Will Amplified Music Be Played? YES NO

If Yes, Complete the Accompanying "Live & Amplified Music Permit Application Form"

Have all residents been notified: _____

*Please Note: All residents living on the block **must** be notified in advance. See Block Party Permit Policy for details.*

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

Applicant's signature _____ **Date** _____

Check this box to agree to use your typewritten signature as your official submission

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
- _____ Comm-Center
- _____ Pass On

Approval:



Village of Morton Grove, Illinois
GENERAL PREVISIONS
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.

Village of Morton Grove
Neighborhood Block Party
Special Rules During Phase 4 of Restore Illinois
GATHERINGS LIMITED TO 50 OR FEWER PEOPLE

The Village encourages block parties to foster positive relationships among Morton Grove neighbors and build community spirit. With Phase 4 of Restore Illinois underway, Morton Grove residents can once again enjoy small neighborhood block parties with the following guidelines:

Guidance for Block Parties:

- **Block parties should limit gatherings to no more than fifty (50) people or less.** The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with or spreading COVID-19.
- **People should stay home and not participate in a block party if they:**
 - Show COVID-19 symptoms.
 - Have tested positive for COVID-19 and are still within a required isolation period.
 - Have been in close contact with someone infected with COVID-19 within the last 14 days.
- **Tables and chairs should be set up at least six (6) feet apart.** Participants of the same household should sit together.
- **Maintain six feet of separation with those outside of your household.**
- **Wear face coverings unless eating or drinking and avoid touching your face.**
- **All participants should have hand sanitizer with at least 60% alcohol content available for their family's use during the block party.**
- **Participants who are not from the same household should not share foods and/or beverages during the block party. The following practices are prohibited:**
 - Pot-luck style food sharing, (where each participant brings a food dish to share with other).
 - Self-service of shared foods, including hot bars, cold bars, and buffets.
 - Sharing of tables, chairs, utensils, condiments, grills, etc.
- **If bag toss, ball games or other no-contact games that allow for social distancing are played, participants should use hand sanitizer before and after playing.**
- **Petting zoos and/or bouncy houses are prohibited.**

Applications for Block Parties are available, but for street closure only.

Until Phase 5 has been reached, requests for the Police Command vehicle and Fire Department apparatus will not be available.

For general questions about COVID-19 and Illinois' response and guidance, please call the Illinois Department of Public Health at 1-800-889-3931 or email DPH.SICK@ILLINOIS.GOV. Further information can be found at the following web links:

- [Morton Grove COVID-19 General Information](#)
- [Morton Grove Services During Restore Illinois](#)
- [Centers for Disease Control and Prevention](#)
- [Centers for Disease Control and Prevention: How to Protect Yourself](#)
- [Illinois Department of Public Health](#)
- [Illinois Department of Public Health Social Distancing Measures](#)

Don't forget to share photographs and a description of your creative ideas.

LIVE & AMPLIFIED MUSIC PERMIT APPLICATION FORM



A permit fee of \$5 per day is associated with the amplifier permit.

Applicant/Event Name _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

Type or Name of Event _____

Date of Event _____ Rain Date _____ Starting/Ending Time _____

Estimated Number of Attendees _____ Date of Last Event at Same Location _____

Type of Noise at Event: Live Band _____ Loudspeaker _____ DJ _____ Other _____

General Description of Sound Equipment or Band /Type of Music _____

Responsible Party or Organization _____

Person(s) In Attendance with Authority to Control Noise or Event

Name _____ Name _____

Address _____ Address _____

Phone _____ Phone _____

I HAVE READ, UNDERSTAND AND WILL FULLY COMPLY WITH THE PERMIT POLICY ON THE BACK OF THIS APPLICATION. I UNDERSTAND THAT AN APPROVED PERMIT MAY BE CANCELLED AT THE DISCRETION OF THE VILLAGE ADMINISTRATOR OR HIS DESIGNEE FOR FAILURE TO OBEY THE TERMS OF THE PERMIT POLICY, OR FOR PUBLIC SAFETY REASONS. I FULLY UNDERSTAND AND AGREE TO THE ASSUMPTION OF RISK, WAIVER, AND RELEASE OF ALL CLAIMS PROVISIONS OF THE PERMIT POLICY.

Applicant's signature _____ Date _____

Check this box to agree to use your typewritten signature as your official submission

Please return this form to the Village Administrator's Office, at the address listed above. If your application is approved, your permit will be mailed to you. Please call 847-470-5220 with any questions.

Copies Sent to:

____ Public Works ____ Fire Department ____ Police Department

Approval:

NOT VALID
WITHOUT
OFFICIAL
VILLAGE
STAMP

MORTON GROVE - LIVE & AMPLIFIED MUSIC PERMIT POLICY

The Village of Morton Grove encourages its residents to enjoy entertaining, but requests that all persons acknowledge and respect the rights of their neighbors. Any permit granted by the Village of Morton Grove for live and/or amplified music shall be limited to non-commercial, social, recreational, or not for-profit events and are conditional privileges which may be denied or revoked if any provision of this permit policy is violated:

1. The applicant(s) shall truthfully complete the permit application on the reverse side of this policy.
2. Only two live & amplified music permits may be issued to the applicant(s), responsible person/organization or for any location during any calendar year.
3. At least 14 days before the event, the applicant(s) or responsible person/organization shall notify all residents or businesses within 150 feet of the location of the event. The notice shall include the date, and type of event, and the name and phone number of the person(s) who may be contacted during the event regarding any complaint
4. A block party permit is required if right-of-way property is to be used. Any portion of the public right-of-way to be used by the event shall be designated by an appropriate number of barricades to be provided by the Village. All properties of the Village are to be treated reasonably and with due care.
5. No alcoholic beverages shall be sold at any event unless the proper state of Illinois and Village of Morton Grove Liquor License has been issued. No person shall drink any alcoholic beverage in the public right-of-way or in or about any motor vehicle.
6. The applicant(s) and responsible person/organization shall explain the provisions of this permit policy to all members of the live band, the DJ and all attendees of the event.
7. The playing of live and/or amplified music is limited to the date and time specified on the permit, but in no event shall begin before 10:00 am or continue after 10:00 pm.
8. All persons attending the event shall comply with all applicable laws and Village ordinances.
9. The applicant(s) and responsible person/organization shall maintain order at the event and shall be held responsible for the actions of or damages caused by any person attending the event.
10. The person(s) listed on the application as having authority to control noise or event must remain at this event until its completion, and shall be available to accept any complaints,
11. Upon request by a police officer, the sound level of the live music or amplified sound shall be lowered or shut off.
12. At the conclusion of the event, the applicant(s) and responsible person/organization shall patrol the public right-of-way, parkways, alleys and the surrounding neighborhood and shall remove all litter or refuse from the event.
13. The Village will be held harmless for any injury to any person or loss or damage to property caused by the grant of the permit or as a result of the event or the action(s) of any person attending the event.

The Chief of Police or the Village Administrator or his designee may revoke the permit if he or she determines that any provision of this policy or other applicable law or ordinance has been violated or if the revocation of the permit is necessary to maintain or restore order, to respond to an emergency, or for due cause.

The Village of Morton Grove is not responsible for any injury to any person or loss or damage to property caused by the grant of the permit or as a result of the event or the action(s) of any person attending the event. Attendees agree to hold the Village and its employees, officers, volunteers and agents harmless from any and all claims or alleged claims for damages arising from the permit or the event.