

VILLAGE OF

a great place to live, work, and play



BARRINGTON

Block Party Application and Guide



VILLAGE OF BARRINGTON

BLOCK PARTY APPLICATION

Please PRINT or TYPE

This application should be completed by the Block Party “Event Manager”, who will be the main coordinator and contact person for the block party. Completing the application form will give you a good idea of the types of arrangements, approvals and documents that will be necessary for your block party. Please complete as much of the following information as possible before turning in the application. Please note that the numbers on this form correspond to the numbers on the tabs of the Block Party Planning Guide. Once the application is turned in, you will be assigned a staff liaison who will guide you in completing the remainder of the application and fulfilling Village requirements for the event.

1. Subdivision Name: _____

2. Date of Event: _____ 2a. Rain Date: _____

3. Start Time: _____ 3a. End Time: _____

4. Street Block of the event: _____

5. Name of Event Manager: _____

6. Contact Information for Event Manager:

Address: _____

(Please check preferred means of contact)

Daytime phone: (____) _____

Emergency phone: (____) _____

Cell phone: (____) _____

Email: _____

7. Description of Planned Activities: _____

8. If available, are you requesting for a Police Officer to visit the block party? Yes or No
(Please Note: An Officer may not always be available to attend)

9. If available, are you requesting for a Firefighter to visit the block party? Yes or No
(Please Note: A Firefighter may not always be available to attend)

NOTE: Two barricades (saw-horses) are available for pick up at the Public Works building, located at 300 N. Raymond Avenue, Monday through Friday, 7:30 a.m. until 3:30 p.m.

10. Will the event require sound amplification of any kind? Yes No
11. Will the event require tents or temporary structures? Yes No
12. What signs do you anticipate needing for the event? (see Guide for information on allowable signs)
- Temporary neighborhood event signs Yes No
- Directional signs Yes No
13. Please remember to include necessary attachments, if possible. (Please check those included)
- Sound Amplification Permit Application
 - Temporary Structure application
 - Sign Permit Applications

The undersigned has read the foregoing application and knows the contents thereof, and affirms that the information is true to the best of his/her knowledge, information and belief. For special events other than residential neighborhood block parties, the undersigned agrees to indemnify and hold harmless the Village, together with its officers, agents, volunteers, and employees from all losses, damages, injuries, claims, demands and expenses arising out of, or as the result of, the operation of the event, the special Village services provided for the event, and/or the permit issued for same, and/or the condition, maintenance and use of the public property in connection with the event, as well as for any injury to or sustained by a Village employee, agent, or contractor in conjunction with the event authorized by the Village.

Signature

Date

Print Name

(NOTE: It will be useful to keep a reference copy of this application. If you cannot make a copy, please ask the Village to make a copy for you when you turn in your application.)

FOR OFFICE USE ONLY

Approval Date: _____ Approved By: _____

Special Recommendations/ Conditions: _____

1. **Subdivision Name:** Please enter the name of your subdivision here.
2. **Date of Event:** Please enter date of block party here.
- 2a. **Rain Date:** Please enter rain date, if scheduled.
3. **Start Time:** Please enter the time you will start setting up.
- 3a. **End Time:** Please enter time the block party will end.
4. **Street Block of the Event:** Please enter the block of the street where the party will be held.
5. **Name of Event Manager:** The Event Manager is the main coordinator and contact person for the event. This is the person will be contacted by, and will work with, the Staff Liaison from the Village.
6. **Event Manager Contact Information:** This should be the Event Manager's home address, daytime phone, emergency phone, and email address. If you wish, check one box for "preferred means of contact".
7. **Description of Planned Activities:** Please briefly describe the events you plan for the event.
8. **Police Officer Visit:** Please let us know if you wish to have an officer visit your event. If so, we will make every attempt to arrange for a visit. Please understand that officers are not always available for block party visits.
9. **Firefighter Visit:** Please let us know if you wish to have a firefighter visit your event. If so, we will make every attempt to arrange for a visit. Again, please understand that firefighters are not always available for block party visits.

Note regarding barricades: The Village makes saw-horse barricades available for block parties. You may come to the Public Works facility, 300 N. Raymond Avenue, and pick up two saw-horse barricades for your event. The Public Works facility is open Monday through Friday, 7:30 a.m. to 3:30 p.m. After the block party, it is your responsibility to return the saw-horse barricades to Public Works.

10. Will the event require sound amplification of any kind? : “Sound amplification” is any use of speakers, microphones, bullhorns, public address systems, etc., to amplify sound. If the amplified sound will be audible anywhere beyond the edges of someone’s private property, a sound amplification permit is required, and there are restrictions on the hours of the amplified sound. Most events using any type of amplified sound require a sound amplification permit, and ALL events using amplified sound on public property require the permit.

Unless a waiver is granted, amplified sound is limited to the following hours:

- Monday – Friday 10:00am to 8:00pm
- Saturday, Sunday and holidays 10:00am to 10:00pm

Unless a waiver is granted, the fee for a sound amplification permit is \$100.



VILLAGE OF BARRINGTON

SOUND AMPLIFICATION LICENSE

FEE - \$100/ Day (non-refundable)
(Barrington Village Code 3-12)

PLEASE TYPE OR PRINT

Application Date: _____

Organization Name: _____

Phone #: _____

Applicant Name: _____

Fax #: _____

Applicant Address: _____

Name and/or
Type of Event: _____

Date of Event: _____

Event Location: _____

Sound Amplification Start Time: _____ End Time: _____

Other Comments: _____

FOR OFFICE USE ONLY

Approval Date: _____ Approved By: _____

Special Recommendations/ Conditions: _____

Time Waiver: Y N
If applicable – Resolution No. _____

NFP Fee Waiver: Y N
If applicable – Resolution No. _____

11. Will the event require tents or other temporary structures? : Aside from tents, temporary structures include such things as stages and grandstands. (Note: please do not include portable sanitation facilities as temporary structures—they are addressed as question # 12 of the special event application.)

A permit is needed for tents and other temporary structures, to help assure they are safe and do not block travel paths for pedestrians and emergency personnel. The application is enclosed. If necessary, please attach a map to the application, indicating the location(s) of the temporary structures.

As a general rule of thumb, you should always maintain a pedestrian travel path at least 6 feet wide, adjacent to or exiting from any temporary structure. On your location map, please indicate the minimum clearances that will be maintained for pedestrian travel.

Note also that for tents, a Certificate of Flame Retardancy is required. Your tent supplier can provide you with this certificate.

If you plan to install lighting or other electrical facilities in your temporary structures, please indicate so, and provide information regarding the electrical power source.

Sometimes, an inspection of tents or other temporary structures may be necessary prior to their use, especially if temporary electrical is involved.

Unless waived, there is a \$25.00 fee for tents and temporary structures.



VILLAGE OF BARRINGTON

Temporary Use/Structure Permit Application

Checks Payable To: Village of Barrington

- Residential
- Non-Residential

Date of Application: _____

Dates of Use/Structure: _____
 (include time for assembly and/or dismantling of structures)

Location of Temporary Structure: _____
 (attach map if necessary)

Property Owner's Name: _____

Applicant's Name: _____
 (If different from property owner)

Property Street Address: _____

City, State, Zip: _____

Applicant's Home Phone: _____ Applicant's Fax: _____

Applicant's Cell Phone: _____ Email Address: _____

Requested Temporary Use:	<input type="checkbox"/> Dumpster	<input type="checkbox"/> Tent*	<input type="checkbox"/> Portable Storage Unit
	<input type="checkbox"/> Other (please describe): _____		

Will there be lighting or electrical associated with any temporary use and/or structure? Yes No

If yes, please describe the lighting/electrical and the power source: _____

**Temporary Tent Permits require a certificate of flame retardency. This certificate is obtained from the tent manufacture or distributor.*

<input type="checkbox"/> 90 Day Temporary Use Permit MUST BE IN CONJUNCTION WITH A VALID BUILDING PERMIT Building Permit No. _____	\$100.00	<input type="checkbox"/> 90 Day Temporary Use Permit EXTENSION MUST BE IN CONJUNCTION WITH A VALID BUILDING PERMIT Building Permit No. _____	\$100.00
<input type="checkbox"/> 15 Day Temporary Use Permit NOT in conjunction with a valid building permit	\$25.00	<input type="checkbox"/> 15 Day Temporary Use Permit EXTENSION NOT in conjunction with a valid building permit	\$25.00

Applicant's Signature: _____

FOR OFFICE USE ONLY	
Temp. Permit #:	
Date Received:	
Received By:	
Issue/ Expiration Date:	
Cash Receipt Code:	P19

12. What signs do you anticipate needing for the event? : There are 2 different types of signs that might be associated with a block party. There are no permit fees for any of the signs, but each type requires an application.

1. Temporary neighborhood event signs: Temporary neighborhood event signs are permitted on any lot, provided they are sponsored by a homeowners association that represents at least 25 homes. They may be displayed up to 7 days before the event, and must be removed within 24 hours of the event. They may be no larger than 8 square feet in size, and a maximum of 5 feet high, except if you use banners, which may be higher, if approved by the zoning official. A temporary neighborhood event sign application is enclosed. Please be sure to be specific regarding the proposed locations of your temporary neighborhood event signs.
2. Temporary directional signs: You are permitted to have temporary directional signs for your event, provided the signs are for the purposes of controlling ingress and egress or providing parking information/traffic control. The signs may be on any lot, and may be no larger than 4 square feet in area. The signs may be no more than 6 feet high, unless authorized by the zoning official. An application is enclosed.



VILLAGE OF BARRINGTON

Temporary Neighborhood Event Sign Permit Application

****REQUIRED: attach a colored drawing including sign dimensions, wording and construction material****

Temporary Neighborhood Event Sign Regulations:

- Signs shall not be erected without the submission and approval of this application
- The specific location of each proposed sign shall be included in the application
- Signs may be located in the rights-of-way subject to approval by the Zoning Official provided the location will not compromise public safety and welfare
- A maximum of (6) signs may be displayed for any single event
- Signs shall not exceed (8) square feet in sign area
- Signs shall not exceed (5) feet in height
- Banners may exceed (5) feet in height if the Zoning Official determines that the banner will not compromise the public safety and welfare
- Signs shall not be displayed longer than (7) days prior to an event
- Signs shall be removed within (24) hours following an event
- The neighborhood event being promoted shall be sponsored by a homeowners association that represents at least ten (10) homes.

Date of Application: _____

Subdivision/Homeowners Association Name: _____

Applicant's Name: _____

Applicant's Street Address: _____

City, State, Zip: _____

Subdivision/Homeowners Association Phone #: _____

Applicant's Fax: _____

Applicant's Phone #: _____

Applicant's Email Address: _____

Type of Signs Requested: _____

Dates of Event: _____

Dates of Display: _____

Indicate Location of ALL Signs (provide map if necessary):

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②

③

④

⑤

⑥

Applicant's Signature: _____

FOR OFFICE USE ONLY

Date Received:

Received By:

Staff Recommendation:

Approved By:

Date Approved/Denied:

Cash Receipt Code: No Fee

cc: Police Dept. – Communications
Public Works

13. Attachments: Your Staff Liaison will be able to process your application more quickly if you include as many of the needed attachments as possible when you first turn in the application. Without unduly delaying the initial application, try to include as many attachments as you reasonably can.



VILLAGE OF BARRINGTON

BLOCK PARTY APPLICATION

Please PRINT or TYPE

This application should be completed by the Block Party “Event Manager”, who will be the main coordinator and contact person for the block party. Completing the application form will give you a good idea of the types of arrangements, approvals and documents that will be necessary for your block party. Please complete as much of the following information as possible before turning in the application. Please note that the numbers on this form correspond to the numbers on the tabs of the Block Party Planning Guide. Once the application is turned in, you will be assigned a staff liaison who will guide you in completing the remainder of the application and fulfilling Village requirements for the event.

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Address: _____

(Please check preferred means of contact)

Daytime phone: (____) _____

Emergency phone: (____) _____

Cell phone: (____) _____

Email: _____

7. Description of Planned Activities: _____

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(Please Note: An Officer may not always be available to attend)

9. If available, are you requesting for a Firefighter to visit the block party? Yes or No
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Signature

Date

Print Name

(NOTE: It will be useful to keep a reference copy of this application. If you cannot make a copy, please ask the Village to make a copy for you when you turn in your application.)

FOR OFFICE USE ONLY

Approval Date: _____ Approved By: _____

Special Recommendations/ Conditions: _____



VILLAGE OF BARRINGTON

SOUND AMPLIFICATION LICENSE

FEE - \$100/ Day (non-refundable)
(Barrington Village Code 3-12)

PLEASE TYPE OR PRINT

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Organization Name: _____

Phone #: _____

Applicant Name: _____

Fax #: _____

Applicant Address: _____

Name and/or
Type of Event: _____

Date of Event: _____

Event Location: _____

Sound Amplification Start Time: _____ End Time: _____

Other Comments: _____

FOR OFFICE USE ONLY

Approval Date: _____ Approved By: _____

Special Recommendations/ Conditions: _____

Time Waiver: Y N
If applicable – Resolution No. _____

NFP Fee Waiver: Y N
If applicable – Resolution No. _____



VILLAGE OF BARRINGTON

Temporary Use/Structure Permit Application

Checks Payable To: Village of Barrington

- Residential
 Non-Residential

Date of Application: _____

Dates of Use/Structure: _____
 (include time for assembly and/or dismantling of structures)

Location of Temporary Structure: _____
 (attach map if necessary)

Property Owner's Name: _____

Applicant's Name: _____
 (If different from property owner)

Property Street Address: _____

City, State, Zip: _____

Applicant's Home Phone: _____ Applicant's Fax: _____

Applicant's Cell Phone: _____ Email Address: _____

Requested Temporary Use:	<input type="checkbox"/> Dumpster	<input type="checkbox"/> Tent*	<input type="checkbox"/> Portable Storage Unit
	<input type="checkbox"/> Other (please describe): _____		

Will there be lighting or electrical associated with any temporary use and/or structure? Yes No

If yes, please describe the lighting/electrical and the power source: _____

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<input type="checkbox"/> 90 Day Temporary Use Permit <i>MUST BE IN CONJUNCTION WITH A VALID BUILDING PERMIT</i> Building Permit No. _____	\$100.00	<input type="checkbox"/> 90 Day Temporary Use Permit EXTENSION <i>MUST BE IN CONJUNCTION WITH A VALID BUILDING PERMIT</i> Building Permit No. _____	\$100.00
<input type="checkbox"/> 15 Day Temporary Use Permit <i>NOT in conjunction with a valid building permit</i>	\$25.00	<input type="checkbox"/> 15 Day Temporary Use Permit EXTENSION <i>NOT in conjunction with a valid building permit</i>	\$25.00

Applicant's Signature: _____

FOR OFFICE USE ONLY	
Temp. Permit #:	
Date Received:	
Received By:	
Issue/ Expiration Date:	
Cash Receipt Code:	P19



VILLAGE OF BARRINGTON

Temporary Neighborhood Event Sign Permit Application

****REQUIRED: attach a colored drawing including sign dimensions, wording and construction material****

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- The neighborhood event being promoted shall be sponsored by a homeowners association that represents at least ten (10) homes.

Date of Application: _____

Subdivision/Homeowners Association Name: _____

Applicant's Name: _____

Applicant's Street Address: _____

City, State, Zip: _____

Subdivision/Homeowners Association Phone #: _____

Applicant's Fax: _____

Applicant's Phone #: _____

Applicant's Email Address: _____

Type of Signs Requested: _____

Dates of Event: _____

Dates of Display: _____

Indicate Location of ALL Signs (provide map if necessary):

①

②

③

④

⑤

⑥

Applicant's Signature: _____

FOR OFFICE USE ONLY

Date Received:

Received By:

Staff Recommendation:

Approved By:

Date Approved/Denied:

Cash Receipt Code: No Fee

cc: Police Dept. – Communications
Public Works

