BARRINGTON

Be Inspired.

Block Party

Application and Guide

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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.