

WARD \_\_\_\_\_

Block Party # \_\_\_\_\_

### APPLICATION FOR A BLOCK PARTY

**CITY OF EVANSTON - Public Works Agency**  
909 Davis St, Evanston, IL 60201-2896 Phone: 847-866-2950  
**(Each BLOCK Is Allowed Only ONE (1) Block Party per Year)**

Name of Applicant \_\_\_\_\_ Application Date \_\_\_\_\_

Proposed Location Street Name: \_\_\_\_\_

From: \_\_\_\_\_ Street/Ave To: \_\_\_\_\_ Street/Ave

Proposed Date: \_\_\_\_\_, 20\_\_\_\_ (Allowable Dates: May 1st thru September 30th)

Time: From \_\_\_\_\_ am/pm (start no earlier than 10am) to \_\_\_\_\_ am/pm (end no later than 9pm)

1. Have you notified all the neighbors on this block of the date and time of the street closure for this block party? YES ( ) or NO ( )
2. Will liquor or beer be consumed at this block party? YES ( ) or NO ( ) (NOTE: The sale of liquor or beer is prohibited)
3. The Evanston Police Department believes in building strong partnerships with the neighborhoods. Your Beat Officer can briefly visit your block party and distribute some information about the Evanston Police Department. Would you like to have your Beat Officer stop at your block party? YES ( ) or NO ( )
4. Your block party provides an opportunity for you to get to know your Fire Department as well as the opportunity for your Fire Department to get to know you as it promotes fire safety education. Evanston's Fire and Safety Services would be glad to provide a fire engine to visit your block party. Would you like to have the Fire Department visit your block party? YES ( ) or NO ( ). Preferred time of arrival between 1:30 pm and 4:00 pm \_\_\_\_\_ pm

#### **PERMISSION TO HOLD A BLOCK PARTY WILL BE APPROVED SUBJECT TO THE FOLLOWING CONDITIONS**

1. Application must be filed no less than **ten (10) working days** before the date of the proposed block party.
2. Applicant must provide proof of residence (copy of Driver's License or current utility bill) within the affected block when submitting an application, whether in person or by mail.
3. The City does NOT allow street closures for Private Events.
4. All persons within the affected block must have been notified by the applicant and no more than (3) three object to the closing of the street or the proposed activities.
5. Applicant accepts responsibility for the placement and removal of the barricades furnished by the Evanston Division of Streets and Sanitation and agrees to protect them from damage and vandalism.
6. Applicant accepts responsibility for the activities to be conducted throughout the term of this permit and agrees to clear the area of any refuse or debris which may result from the activities.
7. The City of Evanston's city code does not authorize the issuance of permits for loudspeakers and other related amplification equipment for block parties. Inflatable structures such as bounce houses cannot be placed in the street.
8. Block Party applications are considered public information and may be distributed upon request under the Freedom of Information Act with the applicants address and phone number deleted.
9. Per city code (Ord. No. 25-O-18 § 1.5-14-2018) A block party permit will only be issued for one (1) day and must not start earlier than 10:00 a.m. and end no later than 9:00 p.m.
10. Please review Evanston city code 7-1-3 for a full list of Block Party Permit requirements at [https://library.municode.com/il/evanston/codes/code\\_of\\_ordinances?nodeId=TIT7PUWA\\_CH1PUWOAG\\_7-1-3BLPAPE](https://library.municode.com/il/evanston/codes/code_of_ordinances?nodeId=TIT7PUWA_CH1PUWOAG_7-1-3BLPAPE)

Applicant Daytime Phone # \_\_\_\_\_

Applicant E-Mail Address \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Zip Code \_\_\_\_\_

Signature of Applicant (By signing above applicant agrees to, and accepts all terms and conditions stated above)

#### **Office Use Only**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Liquor/Beer Approved By: \_\_\_\_\_ Date: \_\_\_\_\_