

WARD _____

Block Party # _____

CITY OF EVANSTON
Public Works Agency
 2100 Ridge Avenue, Evanston, IL 60201-2896 - Phone: 847-866-2950
APPLICATION FOR A BLOCK PARTY
(Each BLOCK Is Allowed Only ONE (1) Block Party Per Year)

Proposed Location – Street Name: _____

Between _____ Street/Avenue and _____ Street/Avenue

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

Time: From _____ am/pm To _____ am/pm

1. Will liquor or beer be consumed at this block party? YES () or NO () (NOTE: The sale of liquor or beer is prohibited)
2. 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 ()
3. 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
4. The Parks, Recreation & Community Services Department has a Let's Play Mobile Recreation Trailer that can be requested for your neighborhood block party or other special event that is free and open to the public. The Let's Play trailer offers organized recreation activities led by City of Evanston recreation staff. The trailer can be reserved for a single 2-hour time block for each event. For more information or to learn how to reserve the Let's Play trailer for your event, please visit cityofevanston.org/letsplay.

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. 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.
4. 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.
5. 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.
6. 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.
7. 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.

Printed Name of Applicant

Application Date

Address of Applicant

Zip Code

Daytime Phone #

E-Mail Address

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: _____