

TIPS ON ORGANIZING A SUCCESSFUL BLOCK PARTY

General:

- Generally, the date of the party is not an issue with the Village. The Village does not “reserve” dates. We will only consider the request once all of the paperwork has been completed and submitted to the Village.
- In General, only one block (intersection to intersection) will be permitted to be closed. Intersections cannot be closed for block parties and must remain open.
- The Village will not approve block party requests or road closures for individual private parties.
- You do not have to close the street, but your party will be more relaxing if you do! Public Works will drop off barricades that can be used to close the street.
- If you live on a main street, you may have to hold your party on a side street or in a park.
- If you are using a park in conjunction with the block party request, a copy of the approved park permit from the Park District must be submitted with the request or prior to final Village approval.
- The use of parked vehicles to block the street is prohibited.
- Try to pick a date that does not conflict with other community events or holidays.
- Requests for Fire and Police Department participation **MUST** be scheduled directly with the individual department. That information is listed below. Requests for Fire and Police participation on the block party form will not be honored.

Fire Department:

- Barricades at ends of streets must be easily moved for accessibility of Fire equipment in the event of an emergency.
- Fire Department vehicles need an eighteen-foot wide, unobstructed path in the center of the street, the entire length of the party.
- Keep all fire hydrants clear, undecorated and unobstructed.
- Keep large displays, tents, and amusements/rides confined to the parking lanes of the street or place them off the street in driveways.
- The use of fire pits is prohibited in the Village’s Right-of-Way (Streets, Parkway and Sidewalk). Fire pits are permitted on private property only. Included with this packet is information on the safe use of fire pits within the Village.
- Extension cords and/or hoses may not run across any Village street at any time.
- **If you would like to have the Fire Department participate at your block party, please contact the Fire Department General Administration at 847-368-5450 to make the appropriate arrangements.**

Health Department:

- The sale of food is prohibited. Self-preparation and catering is acceptable as long as it is not sold.
- All trash must be collected and removed from the street during and at the conclusion of the party.
- For everyone’s health and safety, remember to keep hot items hot and cold items cold.

Police Department:

- The sale of alcohol is prohibited and alcohol consumption by minors is illegal. Police will respond if complaints are received.
- If you are having music for the party keep the noise to an acceptable level. The Police Department will respond if complaints are received.
- **If you would like to have the Police Department participate at your block party, please contact Officer Alexandra Ovington at [AOvington@vah.com](mailto:Aovington@vah.com) Please include in your email request your name, address, date of block party, and estimated number of children attending.**