



BLOCK PARTY PACKET

The Village of Brookfield encourages residents to plan block parties. It is the perfect opportunity for residents to take time to relax with their family and neighbors. It's a good way to meet new families on the block and learn what's going on within the neighborhood.

A **block party** is a party organized by residents of a neighborhood, limited to a Village block, in which the street is closed off and participants eat and socialize. A **block party representative** is a single resident that resides on the block requesting the party and is the main point of contact for all matters regarding the block party.

The representative must acquire the signatures and contact information of at least fifty-one percent (51%) of the resident's block showing **block support**, to be considered for approval from the Village. Each person signing is agreeing that the party can occur, and the street can be closed. The Village reserves the right to call and verify signers consenting to the block party.

- Applications are considered on a first come, first served basis and may be limited due to other community events in the surrounding area.
- Applications must be received at least 15 days before the desired party date.
- Parties may be held on a Saturday or Sunday.
- Streets that carry significant traffic volumes will not be considered for block parties. Due to safety concerns, blocks located within one block of major arterial streets will be considered on a case-by-case basis and may have additional requirements.
- In the event of a fire/medical/police emergency, any barricades must be removed.
- Fire hydrants must be accessible at all times.
- No live bands, amplified music or public address system should be used after 10pm.
- Barricades will be delivered to the applicant by Public Works the Friday prior to the scheduled block party and picked up the following business day. Barricades, when delivered, will remain in the custody of the person designated above as the Block Party Coordinator. That person will be responsible for placing and removing the barricades on the street. The coordinator will be charged twenty-five dollars (\$25.00) for damaged, lost or stolen barricades.
- Bounce houses and other novelties, if used, must be placed on private property and are the responsibility of the property owner. Placement of these devices in the public right-of-way, including the parkway, is prohibited.
- After-party cleanup is the responsibility of the Block Party Coordinator.
- In addition to the items listed above, a block party request may be denied or modified for reasons including but not limited to concerns related to traffic control; public safety; conflicts with other special events; excessive complaints or recurring noise and/or nuisance problems.



Block Party Request Form



This form must be completed in full and returned **with** the block support signature page to the Village Hall at 8820 Brookfield Avenue or the Public Works building at 4545 Eberly Avenue.

Date of Request: _____ Date of Block Party: _____

Potential Rain Date: _____

Street: _____ Address Range: _____

Time of Block Party: _____ a.m./p.m. to _____ a.m./p.m.

Estimated Attendance: _____

Block Party Coordinator

Name: _____

Address: _____

Best Contact Number: _____ Must be available during block party

Email Address: _____

Will there be amplified music or sound associated with the event? Yes _____ No _____

Visit from Police and Fire? **YES NO** *Please note that the attendance of Police and Fire personnel and apparatus cannot be guaranteed and is dependent upon the availability of personnel.*

I, _____, attest that the purpose of this request is to host a block party.

I specifically agree to be responsible for accepting delivery of barricades to my residence for the placement of barricades in the public right-of-way in accordance with Village instructions, and to return the barricades to my residence for Village pick-up after the block party.

I agree to comply with all information provided within the BLOCK PARTY PACKET. I understand that failure to comply with the requirements and conditions will void the block party request, and allow the Village to shut down the block party.

Signature of Block Party Coordinator (Applicant)

Block party request form and block support signature page must be submitted a minimum of 15 days prior to the date of the block party.



BLOCK PARTY

GENERAL SAFETY

Barricades will be delivered to the block party coordinator by the Department of Public Works the Friday before the block party and will be picked up the following Monday. Only removable barricades provided by the Village may be used; do not use cars or ropes to block the roadway.

The block party coordinator is responsible for promoting good safety practices and enforcing anything stated within the block party packet.

- Persons or property shall not be on the street prior to the placement of barricades.
- Barricades will remain in place for the duration of the party and may only be relocated to the curb once the street is clear from debris and obstructions.
- Do not hang banners, signs, lights or decorations on barricades or across the street.
- Vehicles will not be parked on either side of the barricades or along closed streets.
- Collapsible objects (tables, chairs, canopies, etc.) may be moved onto a street when/where parking is normally permitted along the street. All objects must be kept within the designated parking areas. This is to allow adequate access along the main drive lanes of the road for emergency vehicles if needed. Stages, fire pits or other semi-permanent structures may not be placed in the street.
- Ensure that at least three (3) feet clearance from obstructions is provided around all fire hydrants.
- All sidewalks along the closed street will be kept open and clear of obstructions.
- If there is an emergency, residents must remove barricades at all intersections to allow access to emergency responders.
- All participants shall comply with Village ordinances and State laws governing noise, alcohol and fireworks. Alcohol is only to be consumed on private property and may not be sold during a block party.
- Block parties will end and have the street reopened by 11:00pm.

NEIGHBORHOOD NOTIFICATION

Communication with neighbors is essential to the success of the block party. Every resident impacted by the street closure must be notified. Include all the party details and outline the Village guidelines in the invitation so everyone knows what to expect. Encourage feedback and provide the residents with the coordinator's name and contact information. The Village will not mediate disagreements between neighbors about the street closure or block party. Complaints about the block party may result in revocation/cancellation of the request and may jeopardize future requests.

AFTER THE PARTY

The block party coordinator is responsible for cleaning up and restoring the public right-of-way after the party ceases. This shall be done prior to the removal of the barricades and the street is reopened. The end time is 11:00pm and this is the time the street is to reopen, not the time the party ends. Failure to clean up after the block party (within 24 hours of the end of the party) may result in denial of future block party requests and a Notice of Violation issued by Code Enforcement.