

# **43<sup>rd</sup> Ward - Block Party Application Packet**

Thank you for your interest in holding a Block Party this summer. Neighborhood Block Parties are a terrific way to strengthen our community and enjoy the great weather that summer brings.

Enclosed you will find the following forms:

- Letter from Alderman Michele Smith
- CDOT Block Party Permit Application
- Petition for First-Time Block Parties
- Chicago Fire Department Fire Truck Request Form
- Jumping Jack Request Form (2016 request form still to be released by DCASE)

If this is the first time your block has held a party or you have not held one in the past two years, we ask that you circulate a petition among your neighbors on the block you will be holding the party demonstrating support for the event (attached). Once the petition is complete, please return it our office with your completed Block Party Permit Application. If you have held a Block Party in the past, you do not need to complete the petition.

Please take into consideration that street closures for Block Parties are permitted **once yearly per block**. We also ask the Block Parties not be held during festival weekends whenever possible.

**Please return the completed Permit Application and petition (if necessary) to the 43<sup>rd</sup> Ward office no later than 30 days prior to the event.** We will then forward the application to CDOT. Our office also provides “No Parking – Block Party” signs we ask organizers post at least 72 hours in advance of the event. It is helpful if organizers also notify neighbors by leaving flyers on cars on the block in advance of the party.

You may fax the completed Fire Truck Request directly to the Chicago Fire Department or submit it to the 43<sup>rd</sup> Ward office. The Police Department may also be able to provide a canine unit or mounted police for your event. Please let us know if you would like for the Alderman to make a request for either. As other priorities may arise for the canine unit and mounted police, we cannot guarantee their presence even if they have confirmed their attendance.

Please send your Jumping Jack application directly to the Mayor’s Office of Special Events. That office will contact organizers in regards to their availability. To check on the status of your application, you may call the office at (312) 747-4111 or (312) 747-4110.

Please provide us with your email address so that we can send your permit to you electronically.

If you have any questions or concerns, contact the 43<sup>rd</sup> Ward office at (773) 348-9500.

Dear Neighbors,

The summer season is upon us and many of you are making plans to enjoy the beautiful weather. I am extremely glad that you are taking the initiative to organize a Block Party. It is the perfect way to appreciate the outdoors, socialize with neighbors, and unify our community.

That being said, I would like to ask you to ensure that the Block Party is organized in a manner so that all of your neighbors' concerns are taken into account, including those who choose not to participate. Even though the City gives little official guidance for these events, there are a few key issues that I would like you to consider while planning and holding your Block Party:

- Please notify all your neighbors several days prior to the party by leaving fliers at each home on the block, specifying street closure times and the organizer's contact information. You should also flier cars which are parked on the street.
- Maintain a 10-foot fire lane throughout the length of the block during the party. Any barricades or vehicles used to block the street must be kept out of the fire lane as well.
- Remember that you may not start the party or close off the street earlier than the time stated on your permit.
- The street has to be open and completely cleared by the expiration time stated on your permit. All garbage should be collected and the street returned to its original condition by the expiration of the street closure.
- You may not sell anything or charge admission to the Block Party. Neighbors are free to make donations, or bring food or other items. However, you may not exclude anyone who chooses not to contribute.
- Chicago law prohibits the consumption of alcohol in the public way and larger special events have to go through a detailed application process to allow for the presence of alcohol on public streets. As there are not direct guidelines with regard to block parties, I request that organizers of the event use their best judgment when alcohol is served. There should always be two designated adults who do not consume any alcohol throughout the party. Furthermore, possession and consumption of alcohol by and intoxication of those less than 21 years of age will not be tolerated.
- Neighbors are encouraged to call police and notify my office if a party gets out of control, an incident develops, or they have a safety concern.

Compliance with these guidelines should help make your event safe and enjoyable for everyone. As always, do not hesitate to call my office with any questions or concerns. Have a wonderful summer!

Yours very truly,



Michele Smith  
Alderman, 43<sup>rd</sup> Ward



**CITY OF CHICAGO**  
 Department of Transportation  
 121 North La Salle Street, City Hall - Room #905  
 Chicago, Illinois 60602  
 Tel: 312-744-4652 Fax: 312-744-4627



**DATA COLLECTION FORM FOR A PERMIT TO HOLD A BLOCK PARTY**  
 (Recreational Street Closing)

Date of Application: \_\_\_\_\_ Ward: \_\_\_\_\_

*Please note: A block party permit cannot be used to close any thoroughway of Federal Aid Urban Street, to close a street with a bus route, to close any street prior to 8:00 A.M. or past 10:00 P.M., to close any street for more then one (1) day in succession, or to close any street for commercial purposes.*

**Applicant Information:**

Permit Issued to: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Emergency Contacts:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Please answer the following questions:**

Even Location (i.e., State Street from 1100 N. to 1199 N.) – request can only be one (1) block long (street intersection to street intersection).

Street: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose: \_\_\_\_\_

What is the date of the event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

For a block party to be approved and issued by the Chicago Department of Transportation the permit request must be entered by the Aldermanic Office in which the block party is taking place in the Service Request (CSR) system.

Entry of the request constitutes the Aldermanic request for a recreational street closing in accordance with the provisions of Section 9-12-040 of the Municipal Code of the City of Chicago.

## PETITION TO HOLD A BLOCK PARTY

Dear Neighbors,

For the first time, residents of our block are putting together a Block Party. This is a great opportunity to meet and interact with the other families on our block and have a little fun together. In order to show support for the party on our block, Alderman Michele Smith has asked that we circulate this petition among our neighbors. Thank you for your support.

**Anticipated Date and Times:** \_\_\_\_\_

**Location of the Party:** \_\_\_\_\_

**Contact person on the block:** \_\_\_\_\_

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PLEASE PROVIDE YOUR NAME, PHONE NUMBER AND ADDRESS. INCOMPLETE ENTRIES WILL NOT BE COUNTED.

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33. \_\_\_\_\_

34. \_\_\_\_\_

35. \_\_\_\_\_

36. \_\_\_\_\_

37. \_\_\_\_\_



**CHICAGO FIRE DEPARTMENT**

Special Events  
3510 South Michigan Avenue  
2<sup>nd</sup> Floor  
Chicago, IL 60653  
Fax: 312-745-3679

Attn: Deputy District Chief Jeffrey Lyle  
Coordinator of Special Events

I am requesting a C.F.D. fire truck or engine at the following event:

TYPE OF EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ALDERMANIC WARD: **43<sup>rd</sup> Ward**

TIME: \_\_\_\_\_

CONTACT PERSON'S NAME \_\_\_\_\_

CONTACT PERSON'S PHONE NUMBER: \_\_\_\_\_

**\*\*NOTE: ALDERMANIC WARD MUST BE COMPLETED**

I / we understand all C.F.D. equipment is considered "in service," meaning that should an emergency situation occur, it will take priority and the C.F.D. will respond to that incident.

The C.F.D. will not turn on fire hydrants or give rides.

Confirmations for block parties can no longer be provided. The C.F.D. will make every attempt to honor all Block Party and special event requests.