

847-931-6770 specialevents@cityofelgin.org cityofelgin.org/specialeventspermit 150 Dexter Court, Elgin, IL, 60120 

B L O C K P A R T Y P E R M I T A P P L I C A T I O N

This application must be filled out for all resident and business block parties.

WHAT YOU SHOULD KNOW

- ▶ This application serves as the starting point for events. Additional applications may be required based on your event.
- ▶ Your permit fee of \$10 (waived for National Night Out) and any additional charges will be determined after submission of all documentation.
- ▶ All street closures that require police personnel must be paid by the event sponsor.
- ▶ If your event is located within the city, you may be charged labor and equipment fees.
- ▶ Additional documents that you will need to submit with your application:
 - ▶ Layout of your event that includes fencing, port-o-lets, dumpsters, etc.
- ▶ Completed application must be submitted to the Special Event Coordinator no less than 30 days before your event. Submission of an application does not guarantee approval.
- ▶ All block parties are permitted until dusk.
- ▶ Please rent barricades and attach the rental form to the application. You may rent barricades from A to Z Rental. A receipt to verify your rental will be required to receive your final permit.
- ▶ If streets need to be closed, any resident/business in the area by the street closure must be given advance notice. All street closures for block parties must have the attached approval form signed. All other closures require a press release to be sent to the media, notification letters to the affected parties, and signs posted in the area at least 96 hours (4 days) prior to the event. Please attach these documents to the application.
- ▶ Applications are reviewed and approved by the Community Engagement Committee.
- ▶ This application can be emailed to specialevents@cityofelgin.org or sent to: City Hall Attn: Special Events, 150 Dexter Court Elgin, IL 60120.
- ▶ You may also request the Block Party in a Box on this application. The Block Party in a Box is reserved on a first-come-first-served basis. City staff deliver this trailer to the applicant's address on the Friday before the Block Party and retrieve it the Monday following the event. A refundable deposit of \$50 applies.

PRIMARY CONTACT INFORMATION

This will be our city staff's contact person during the application process, and where all correspondence will be sent during this permit process.

APPLICANT'S FULL NAME

APPLICANT'S PHONE NUMBER

APPLICANT'S ADDRESS (STREET, CITY, STATE, ZIP)

APPLICANT'S EMAIL ADDRESS

ARE YOU HOSTING A BLOCK PARTY FOR OR THROUGH A BUSINESS?

Yes

No

If so, please fill out the information below:

BUSINESS NAME

BUSINESS ADDRESS (STREET, CITY, STATE, ZIP)

EVENT INFORMATION

EVENT TITLE

LOCATION OF EVENT

DATE(S) OF EVENT, TIME OF EVENT

DO YOU PLAN ON CITY STREET CLOSURES?

Yes

No

If so, please fill out the information below:

NAME OF STREET

BEGINNING TIME

ENDING TIME

NAME OF STREET

BEGINNING TIME

ENDING TIME

NAME OF STREET

BEGINNING TIME

ENDING TIME

FOR ALL CLOSURES, PLEASE INDICATE WHO IS PROVIDING BARRICADES

IS YOUR STREET CLOSURE ON A BUS ROUTE?

Yes

No

If so, please attach the notification to Pace.

LOCATION OF ASSEMBLY AREA

TIME OF ASSEMBLY // TIME OF DISBANDING

APPROXIMATE # OF PARTICIPANTS

WILL ALCOHOL BE AVAILABLE?

Yes

No

If so, please note that serving or consumption of alcoholic beverages in the public right-of-way is prohibited unless a liquor license has been issued. To obtain a liquor license please contact the City Clerk's Office at least 60 days prior to the event at 847-931-5660.

WILL FOOD BE SERVED?

Yes

No

If so, please attach the Temporary Food Establishment Application.

ARE YOU PLANNING ON HIRING A FOOD TRUCK FOR YOUR EVENT?

Yes

No

If so, please provide proof of an Kane county food license and fill out the separate Food Truck application located at cityofelgin.org/specialeventspermit. To obtain a food truck license please contact the City of Elgin Health Department at 847-931-5920 or publichealth@cityofelgin.org.

FOOD TRUCK BUSINESS NAME

FOOD TRUCK PRIMARY CONTACT NAME

FOOD TRUCK CONTACT EMAIL

FOOD TRUCK CONTACT PHONE NUMBER

SOUND AMPLIFICATION ORDINANCE / GUIDELINES

DO YOU PLAN ON HAVING MUSIC/AMPLIFICATION AT YOUR EVENT?

Yes

No

If so, check "yes" confirming you have read and will comply with the ordinance requirements below.

PERFORMER/BAND AND MUSIC TYPE

DESCRIBE THE SOUND EQUIPMENT BEING USED

- ▶ If you plan on using amplification, please be advised that although there is no permit which can be issued that addresses music, if complaints of any type are received, our Police Department is obligated to respond and enforce the City Code/Ordinance.
- ▶ Sound cannot be amplified more than 75 feet from the sound amplification device.
- ▶ If this is for a car show, please request the sound amplification ordinance through the special events office.
- ▶ It is unlawful to use, operate or employ any such amplifying equipment unless the City of Elgin Sound Ordinance/Guidelines are followed.

- ▶ The operation of sound amplifying equipment shall only occur Sundays through Thursdays between the hours of 8:00 a.m. - 8:00 p.m., prevailing time, and Fridays and Saturdays 8:00 a.m.-11 :00 p.m., prevailing time. Some events may be extended if approved by the Mayor, Chief of Police and City Council.
- ▶ No sound amplifying equipment shall be operated within 200 feet of churches, schools or hospitals.
- ▶ Sound amplification devices noise limitation from residential properties: No person shall operate or permit operation of any sound amplification device or system from any residential property within the city which can be heard from a distance of seventy-five feet (75') or more from any property line of such residential property during nighttime hours or which can be heard from one hundred fifty feet (150') or more from the property line of any such residential property during daytime hours.
- ▶ Operation of sound amplifying equipment shall be restricted to one event per 300 feet of simultaneous use.

B L O C K P A R T Y I N A B O X

ARE YOU REQUESTING THE BLOCK PARTY IN A BOX?

Yes

No

The Block Party in a Box is reserved on a first-come-first-served basis. The contents of the Block Party in a Box are as follows. A full list of current inventory will be provided when the reservation is confirmed:

- | | |
|---------------------------|---|
| ▶ 2 10x10 pop up tents | ▶ Various outdoor games including volleyball, badminton, bocce ball and more. |
| ▶ 2 8 foot folding tables | ▶ Projector and screen |
| ▶ 20 folding chairs | ▶ Extension cords and bungee cords |
| ▶ 2 street barricades | |
| ▶ 1 kid alert safety sign | |

A D D I T I O N A L R E Q U I R E M E N T S

The applicant must provide the department with a certificate of general liability insurance naming the city as additional insured with limits of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage and with a general aggregate limit of not less than two million dollars (\$2,000,000). Such insurance shall be primary and noncontributory to any insurance carried by the city and the insurance shall not be terminated or cancelled for any reason without thirty (30) days advance written notice to the city. This insurance shall not be required for residential block events, parades and noncommercial expressive activities protected under the first amendment of the constitution of the United States.

A P P L I C A N T S I G N A T U R E

Please sign below to confirm that you have included the non-refundable \$10 application fee with this application and have read all rules and regulations. Please note that additional fees may be incurred for City services.

APPLICANT SIGNATURE

DATE

APPLICANT NAME (PRINT)

