



City of Park Ridge BLOCK PARTY PERMIT

Only local streets identified on the Street Classification System Map and selected collector streets as approved by the City may be closed for block parties. In no case shall any arterial street closing be approved. Applications for private events (ex. graduation parties, weddings, birthday parties) will not be accepted. For private events to be considered, a "Special Event Permit" form must be filled out and submitted through our website.

Applicant	Address
Email	Phone
Date of street closure	Rain date
Between the Hours of _____ and _____	(cannot exceed 10:30 pm)
Street to be closed _____	between _____ and _____
Purpose of street closure _____	

_____ Check here if you would like a visit from the **Fire Department** and call **847-318-6721**

_____ Check here if you would like a visit from the **Police Department** at suggested time _____ am/pm

Number of children in attendance _____

Four (4) barricades will be delivered on the day before the event and picked up on the Monday following the event at the applicant's address. Barricades must be gathered after the event and left for pick up outside the provided address, *not* left at the corners of the street(s). Financial liability for any lost, stolen, or damaged barricades will fall to the party or parties determined responsible.

I certify that all residents on the block have been notified of the street closure. I have read and understand the *Rules Governing Street Closing for Block Parties* on page 2 and will adhere to all City regulations.

Signature _____ Date _____

Completed applications must be returned two full working days prior to your event. Please call 847-318-5240 with any questions. **Mail or hand-deliver this form to:**

Public Works Service Center
400 Busse Highway
Park Ridge, IL 60068
-OR-

E-mail your completed form to thodorovych@parkridge.us & abernardi@parkridge.us

In office use only: Received By: _____ Date: _____ Recorded and Notified Date: _____

RULES GOVERNING STREET CLOSING FOR BLOCK PARTIES

1. In no case shall any arterial street closing be approved for block parties.
2. Applications for private street closings such as graduation parties, weddings, and birthday parties will not be accepted. Please submit a “Special Event Permit” application to be considered for a private closing.
3. No intersection may be closed unless an oncoming vehicle can exit the area without turning around.
4. Applicants agree that any public property damaged as a result of the activities taking place while the street is closed will be replaced and restored by the determined responsible parties.
5. No street closure can occur without an approved form. This form serves as the approved permit.
6. **NO PERSONAL VEHICLES WILL BE ALLOWED TO BLOCK OFF STREET.**
7. The Police Chief or his representative is authorized to revoke instantly the permit for any street closing in the event he determines that the actions or conduct of the group have violated any of the terms and provisions stated herein or other applicable laws and ordinance, or in the event it is determined by the Chief or his representative that such actions have resulted in the interference with the flow of vehicular or pedestrian traffic on streets not covered by the permit.
8. The City does not guarantee that streets are safe for pedestrian activities, and will not be responsible for injuries to people playing on closed streets.
9. If you have requested a visit from the Fire Department, please call 847/318-6721.