

CITY OF HIGHLAND PARK
BLOCK PARTY APPLICATION

THIS APPLICATION MUST BE COMPLETED AND RETURNED 30 DAYS PRIOR TO YOUR BLOCK PARTY. PLEASE RETURN APPLICATION TO:

HIGHLAND PARK POLICE DEPARTMENT
SPECIAL EVENTS DIVISION
1677 OLD DEERFIELD ROAD
HIGHLAND PARK, IL 60035

You will be contacted by a representative of the Police Department should your Block Party require special city services or if a conflict arises. It is important to provide contact information for a person that will be available up until and through the event.

HIGHLAND PARK
BLOCK PARTY REQUEST

1. Please submit your request to the Highland Park Police Department for approval, no less than 30 days prior to your planned block party.
2. Sidewalks or parkways may be used, however, no nets, blockades, etc. are allowed across the street. Through streets are evaluated on a case-by-case basis. Critical thoroughfares may result in a denial.
3. Block parties may block cul-de-sacs or dead end streets. Blockades must be portable. Emergency vehicles must have immediate access.
4. A resident (21 or older) from each home that will be affected by the requested road closure, must signed the attached document affirming that they have been invited to or have no objections to the block party. If there is an objection, they are to notify the Police department of their concern.
5. Just one (1) person must be in charge. Name, address and telephone number must be supplied to the Police Department. The telephone number must be manned at all times.
6. Party is subject to all laws (i.e. loud music, disorderly conduct, alcohol consumption, fireworks). If a complaint is received regarding minor violations, the Police department will notify the person in charge with a warning by telephone. If a second complaint or serious violation is received and verified by an officer, you will be requested to have the party disband and/or moved inside.
7. Block parties are only authorized by the Chief of Police or his designee.
8. When the resident requests barricades on this form, the police will forward a copy of the approved block party request to Public Works, who will drop off barricades on the parkway of the person in charge. When party is over, the barricades must be returned to the original location of drop off so Public Works can pick them up.
9. **The person in charge (listed below) is responsible for clean up of the area after the block party. ALL DEBRIS MUST BE REMOVED AT THE END OF THE BLOCK PARTY.**

Noise Ordinance attached

last name

first name

street address

street location of block party

time (beginning & ending) and date of block party

telephone number (must be manned during block party)

signature of Applicant

SIGNATURE OF CHIEF/DESIGNEE

DATE APPROVED

SIGNATURE OF CHIEF/DESIGNEE

DATE DENIED

REASON FOR DENIAL

Barricades requested Yes _____ No _____ Time Requested _____

COPY: Police Department
Records
Communications
Platoon

Fire Department

City Hall

Public Works

HIGHLAND PARK
BLOCK PARTY AWARENESS
HOLD HARMLESS AGREEMENT

I am aware of the block party planned to occur in my neighborhood on _____
DATE
and the request for temporary closure of our road for that day. By affixing my signature to this form, I attest that I am at least 21 years of age and have no objection to the party taking place as long as it abides by all applicable City Ordinances. I hereby agree to indemnify and hold harmless the City of Highland Park and its officers, agents, servants, employees, attorneys and officials from and against all claims arising out of, connected with, or in any way related to the Event.

NAME ADDRESS DATE

NAME	ADDRESS	DATE
NAME	ADDRESS	DATE