



Block Party Application & Guidelines

The Village of Oak Park
Public Works Department
201 South Blvd.
Oak Park, IL 60302

708.358.5700
708.358.5711 fax
blockparty@oak-park.us
www.oak-park.us

Dear Oak Park Resident:

Block parties are a great way to meet your neighbors, discover shared interests and, of course, have fun! Everything you need to have a successful block party in Oak Park is contained in this packet.

As you plan your block party, please keep the following regulations in mind:

- Parties may start at 9 a.m., but must not continue past 11 p.m. and noise levels must not disturb residents at any time.
- Due to public safety and traffic considerations, east/west streets may not be closed for block parties.
- So that emergency vehicles can have passage, be sure all tables, chairs and other items placed on the street do not project more than six feet from the curb. A good guideline is to keep within the area next to the curb that is used for parking.
- Provide adequate supervision of children at all times.
- Do not stretch wires, ropes, nets, lights, banners and other items across the street. These could prevent access by emergency vehicles.
- Use only removable barricades provided by the Village to block the street. **Do not use a parked car as a barricade.** Alleys may not to be barricaded or used for parties.
- Do not obstruct public sidewalk or public way with barricades, ropes or other objects.
- Alcohol is only to be consumed on private property and may not be sold during the block party.
- Block parties are limited to 30 per weekend on a first come, first serve basis.

From time to time, the number of block parties on any given weekend may be limited due to other Village commitments. Determination will be made on a first-come-first-served basis. We regret any inconvenience this may cause.

Thank you again for this opportunity to help you create a better community within Oak Park. We wish you the best at your block party and are here to help with the process every step of the way.

For more information call 708.358.5700 or e-mail ***blockparty@oak-park.us***.

Frequently Asked Questions

Q: When can I have my block party?

A: Block parties are held year-round. However, your party must be approved by the Village to ensure there is no conflict with other street projects. One or two parties may be held on a block each year, but not on consecutive days.

Q: What are the steps to getting a block party approved?

A: The Petition Form in this packet must be completed by at least 10 neighbors on the block. If there are fewer than 10 houses on the block, it must be signed by at least 75 percent of the block.

The form must then be sent to: **Village of Oak Park
Attn: Block Parties
201 South Blvd.
Oak Park, IL 60302**

The form must be received **TWO WEEKS** prior to the requested block party date. Once you receive approval for your block party, you must notify ALL block residents of the date and time of the event.



Q: How will I know my party received approval?

A: You will receive an e-mail confirming your requested block party. If permission for your party is denied, you will be contacted by phone.

Q: Who will provide the barricades for my party?

A: The Public Works Department will deliver the necessary barricades and pick them up from your contact person, unless otherwise specified. Placement of the barricades and their removal is the responsibility of block members. Barricades will be delivered to the contact person on the Friday preceding the block party and will be picked up on the Monday following the block party. If barricades do not arrive by 12:30 p.m. on the Friday before your block party, please call 708.358.5700. If any barricades are missing after the party, a fee of \$35 per barricade payable to the Village of Oak Park will be charged. Please be considerate of persons who have side driveways, and do not impede their property access.

Q: What is the cost for having a block party?

A: The Village does not charge a fee to host a block party. However, many block parties do collect for local charities.

Q: How can I collect for a charity at my block party?

A: You can turn your block party into a fun and charitable event by helping organizations such as the Oak Park-River Forest Food Pantry. Some ideas for getting donations include charging "admission" to games and events, having a lemonade stand, charging non-perishable food items or cash; and asking people to bring canned goods or other supplies for donation. Other ideas include placing a bin or large box outside to collect food. After your event, deliver the food to the First United Church Food Pantry, 848 Lake St, First United Church. The Pantry is open on Saturdays from 9 a.m. to noon. On other days, call 708.386.1324 to arrange delivery or visit www.oprffoodpantry.org for more details.

Q: Where can I find more information on having a block party?

A: For more information on hosting a block party e-mail blockparty@oak-park.us or call 708.358.5700. Visit www.oak-park.us and look for the *Living in Oak Park* tab.

Petition for Block Party

This petition must list signatures of residents who represent at least 10 separate addresses on the block. If you live on a combined block, you will need to have signatures from 10 or more from each block. For blocks with fewer than 10 homes, 75 percent of the block must sign the form. Once your block party date has been approved, all block residents -- even those who did not sign the petition -- must be notified at least seven days in advance of the block party date and time. **This form must be received by the Village at least two weeks prior to the requested block party date.** Return completed application by mail or in person to: **Village of Oak Park, Attn: Block Parties, 201 South Blvd., Oak Park, IL 60302.** Public Works Center hours are 7:30 a.m. - 4:30 p.m., Monday - Friday.

Petition

The undersigned, being residents of the _____ block of _____, ,
block number **street name**
hereby request the Village of Oak Park to close the aforementioned block to vehicular traffic on _____
proposed block party date
from the hours of _____ a.m. / p.m. to _____ a.m./p.m.
start time **end time**

Block Party Representative Information

_____	_____
Name	Street Address
_____	_____
Phone Number	Alternate Phone Number
_____	_____
E-mail	Block Party Rain/Alternate Date

Block Signatures

1. Name _____	Address _____
2. Name _____	Address _____
3. Name _____	Address _____
4. Name _____	Address _____
5. Name _____	Address _____
6. Name _____	Address _____
7. Name _____	Address _____
8. Name _____	Address _____
9. Name _____	Address _____
10. Name _____	Address _____
11. Name _____	Address _____
12. Name _____	Address _____
13. Name _____	Address _____
14. Name _____	Address _____

Office Use Only

Received date _____ Logged date _____
E-mail date _____ Construction Y / N

Requests and Activity Suggestions

Village Representative Request

Members of the Oak Park Police Department, Fire Department, Village Board or a Village staffer are available to visit your block party. After receiving confirmation from the Public Works Department on the date of your block party, use the following contact information to find out if they are available on your block party date.

DO NOT contact them prior to receiving confirmation from Public Works regarding your party date.

Fire Department
fire@oak-park.us
708.445.3300

Village Board or staffer
clerk@oak-park.us
708.358.5670

Police Department
See Resident Beat Officer chart
to contact the RBO for your zone directly.

Activity Suggestions

Block Party Tree Walk

You and your block can take a scenic tour of the beautiful trees Oak Park has to offer. For more information or to schedule your tree walk in conjunction with a block party, call 708.358.5700 and ask for the Forestry Division.

Voter Registration

Consider having a voter registration booth at your block party. For details, contact the Office of the Village Clerk at 708.358.5670.

Online Resources

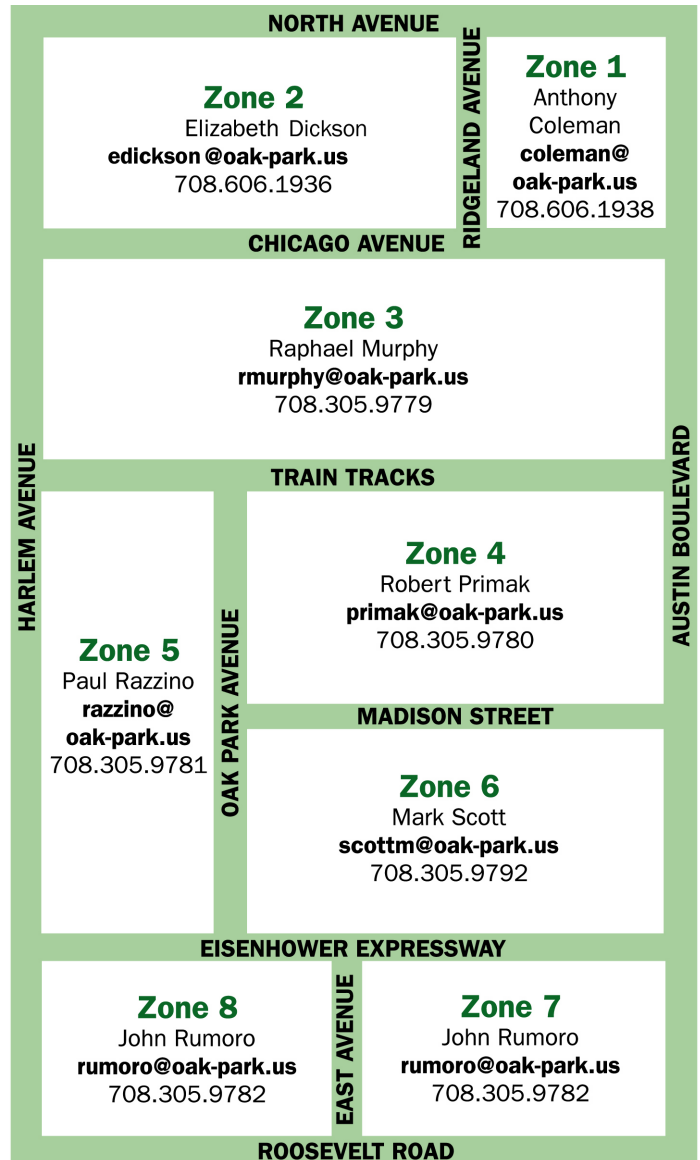
<http://www.kidspartyfun.com/pages/themes/blockparty.html>

<http://www.evite.com/app/cms/ideas/block-party>

<http://entertaining.about.com/cs/partygames/a/blockparty.htm>

http://www.cityofhenderson.com/neighborhood_services/docs/Block_Party.pdf

Resident Beat Officer Zone Map



Block Roster

Fill in each space with house number, family name and home telephone number. This roster is for your convenience in meeting your neighbors prior to the block party. It does not need to be returned to the Village. Once completed, make copies for everyone on the block. ***Make copies of this page as necessary. This page does not need to be returned to the Village.***

Street Name _____

House Number _____ Family Name & Children (names & ages) _____

Phone Number _____ E-mail Address _____

House Number _____ Family Name & Children (names & ages) _____

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