

# Village of Arlington Heights

## Block Parties Procedure

To host a block party in your neighborhood, please complete the following form or pick up a Block Party Request Form from the Public Works Department. A two-week notice is required for Block Parties. Below you will also find other information needed to organize a fun, safe and successful block party.

Please take time to carefully review this information and submit the completed block party request form. To avoid any delays, please fill out the form as completely as possible and submit it at least two weeks prior to your scheduled block party. Once your request has been reviewed and approved, you will receive a written confirmation.

### **Completed forms should be sent in one of the following ways:**

#### ***E-mail***

Attention Cris Papierniak, Assistant Director of Public Works

E-mail: [cpapierniak@vah.com](mailto:cpapierniak@vah.com)

#### ***Fax***

Attention Cris Papierniak, Assistant Director of Public Works

Fax: 847-577-5930

#### ***Mail***

Cris Papierniak, Assistant Director of Public Works

Arlington Heights Public Works Department

222 North Ridge Avenue

Arlington Heights, IL 60005

If you have any questions, please contact Cris Papierniak at 847-368-5807. We hope you have a successful neighborhood block party.

# Village of Arlington Heights

## Block Party Request Form

This form is to be used by any neighborhood or block of residents requesting a one-day "Block Party" for their neighbors. If this event is open to the public or is longer than one day, you must request the "Community Events Proposal Form," which is intended for larger events.

### Deadline

This event form must be completed and given to the Public Works Department at least **2 weeks** in advance of the Block Party.

**Date of Request:** \_\_\_\_\_

**Requested By:** \_\_\_\_\_

**Address:** \_\_\_\_\_

### Contact Information:

**Home Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### Details:

**Date of Block Party:** \_\_\_\_\_

**Time of Block Party:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

(Block parties must conclude by 10:00 pm)

### Location of Block Party:

**Street Name (To Be Blocked):** \_\_\_\_\_

**From House Number:** \_\_\_\_\_

**To House Number:** \_\_\_\_\_

*Barricades used for blocking the streets listed above will be dropped off on the parkway in front of the home making the request at least 24 hours prior to the event. The barricades are to be placed onto the parkway at the end of the event.*

**It is required that organizers of the event will notify all neighbors affected by the road closure(s) of the date and time of the block party.**

### What Will The Block Party Include:

Will there be any amusement rides, hay wagons, entertainment, tents or temporary structures?

For any rides, etc. you will need to submit the enclosed Indemnification Form and ask the agency you are renting from to fax to the Public Works Department a copy of their Certificate of Liability Insurance for the minimum of \$2 million.

**Also, Include The Name of The Supplier (Vendor) of Any Special Event/Activities:**

**Supplier Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Submitting A Block Party Request Form:**

Email:  
Attention Cris Papierniak, Assistant Director of Public Works  
cpapierniak@vah.com

If you choose to submit the Block Party Request form by E-mail, you will receive a message confirming your request. If you do not receive this confirmation E-mail, please contact Cris Papierniak at 847-368-5807

Fax:  
847-577-5930  
Attention Cris Papierniak, Assistant Director of Public Works

Mail:  
Cris Papierniak, Assistant Director of Public Works  
Arlington Heights Public Works Department  
222 N. Ridge Ave.  
Arlington Heights, IL 60005

If you have any questions please call Public Works Administration Office at 847-368-5800.

Thank you for providing the Village this information in a timely fashion.  
We hope your Block Party is a great success!

**Acceptance/Denial of Block Party Request:**

Please be advised that you will receive a mailed or verbal approval of your Block Party request. A Request may be denied if it was submitted past the 2-week deadline, if the streets to be closed are under construction, or for other circumstances affecting the Block Party.

**In House Review and Approval:**

\_\_\_\_\_  
**Cris Papierniak, Assistant Director of Public Works**

\_\_\_\_\_  
**Date**

# Village of Arlington Heights

## Indemnification

**WHEREAS**, the undersigned, as manager/agent for \_\_\_\_\_ desires to provide \_\_\_\_\_ for a block party held on (date), \_\_\_\_\_ located at \_\_\_\_\_

**WHEREAS**, the Village of Arlington Heights is willing to permit the undersigned to provide the above stated activity provided that the Village will not incur the risk of any liabilities to the undersigned or to any third party by virtue of the presence of this activity.

**NOW, THEREFORE**, the undersigned agrees to indemnify, defend and hold harmless the Village of Arlington Heights, its officers, employees, and agents against any and all loss, liability, damage, claims, costs and expenses, including attorneys' fees, which it may hereafter suffer, incur, be put to or pay out as a result of the undersigned's operation of the above-stated activity. The undersigned shall, at his or her own expense, appear, defend and pay all fees of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith. If any judgments shall be rendered against the Village in any such action, the undersigned shall satisfy and discharge that judgment excluding only such claims, demands or losses which result from the sole negligence of the Village of Arlington Heights, or its officers, agents or employees.

\_\_\_\_\_  
**Name of Business**

\_\_\_\_\_  
**Signature of Agent**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**

## Return Information:

The signed Indemnification can be faxed to Public Works Department, 847-577-5930, sent to the Block Party organizers, or mailed to Public Works at 222 N. Ridge Ave., Arlington Heights, IL 60005

# Tips On Organizing A Successful Block Party

## General:

Generally, the date of the party is not an issue with the Village. The Village does not "reserve" dates. We will only consider the request once all of the paperwork has been completed and submitted to the Village

The Village will not approve block party requests or road closures for individual private parties.

You do not have to close the street, but your party will be more relaxing if you do! Public Works will drop off barricades that can be used to close the street.

If you live on a main street, you may have to hold your party on a side street or in a park.

If you are using a park in conjunction with the block party request, a copy of the approved park permit from the Park District must be submitted with the request or prior to final Village approval.

The use of parked vehicles to block the street is prohibited.

Try to pick a date that does not conflict with other community events or holidays.

Requests for Fire and Police Department participation **MUST** be scheduled directly with the individual department. That information is listed below. Requests for Fire and Police participation on the block party form will not be honored.

## Fire Department:

Barricades at ends of streets must be easily moved for accessibility of Fire equipment in the event of an emergency.

Fire Department vehicles need an eighteen-foot wide, unobstructed path in the center of the street, the entire length of the party.

Keep all fire hydrants clear, undecorated and unobstructed.

Keep large displays, tents, and amusements/rides confined to the parking lanes of the street or place them off the street in driveways.

The use of fire pits is prohibited in the Village's Right-of-Way (Streets, Parkway and Sidewalk). Fire pits are permitted on private property only. Included with this packet is information on the safe use of fire pits within the Village.

If you would like to have the Fire Department participate at your block party please contact the Fire Department General Administration at 847-368-5450 to make the appropriate arrangements.

## Health Department:

The sale of food is prohibited. Self-preparation and catering is acceptable as long as it is not sold.

All trash must be collected and removed from the street during and at the conclusion of the party.

For everyone's health and safety, remember to keep hot items hot and cold items cold.

## Police Department:

The sale of alcohol is prohibited and alcohol consumption by minors is illegal. Police will respond if complaints are received.

If you are having music for the party keep the noise to an acceptable level. The Police Department will respond if complaints are received.

If you would like to have the Police Department participate at your block party please contact the Police Department at 847-368-5315 to make the appropriate arrangements.