



ADMINISTRATION DEPARTMENT
 102 South Second Street
 West Dundee, IL 60118
 847-551-3800 FAX 847-551-3809

BLOCK PARTY REQUEST FORM

The attached block party petition must be signed by all neighbors in the area of the street closure, indicating that they have no objections to the block party. Submit the completed petition along with this form.

Request must be submitted at least 21 days prior to event date.

APPLICANT INFORMATION	
Applicant Name: _____	Phone: _____
Address: _____	E-Mail: _____
NOTE: Please attach Barricade Loan Program Application Form. Barricades must be picked up and dropped off at the Public Works facility.	
EVENT DETAILS	
Event Date: _____	Event Time: from _____ am/pm to _____ am/pm
Street to be closed: _____, from _____ to _____	
(house number) (house number)	
NOTE: Requests for block parties on major or collector streets will be considered on a case by case basis.	
EMERGENCY AND VILLAGE CODE COMPLIANCE	
It is the responsibility of the undersigned to assure that a CLEAR TRAFFIC FLOW is maintained at all times between barricades. Nothing will be placed on the street to impede traffic in the event of an emergency. Fire hydrants are to be accessible at all times, kept clear fifteen (15) feet on either side. In the event of a FIRE, MEDICAL or POLICE EMERGENCY, barricades are to be removed and spectators will keep a safe distance so as not to interfere with emergency staff or procedures. The West Dundee Police and Fire Departments will be held harmless as to any damage to property cause by obstructed entrance or exit, or obstruction of duties. Compliance with all applicable Village Codes is required.	
ASSUMPTION OF LIABILITY AND INDEMNIFICATION	
Approval of this application will reserve for the undersigned the requested event date/place providing all requirements outlined by the Village of West Dundee have been met. If the block party request is approved, participants shall assume full responsibility for compliance with all conditions, fees, or any cost associated with damage to Village property, cleanup by Village crews, or any other additional Village expense caused by this event.	
The block party participants shall be strictly liable for the acts of its agents, volunteers, officers, employees and families, and shall indemnify and hold harmless the Village of West Dundee, its officers, agents and employees from any claim, suit or liability whatsoever including, but not limited to, any court costs or reasonable attorney's fees arising out of or in any way connected with any acts or omissions of the block party participants, its agents, volunteers, officers, employees and families, or of the block party.	
_____	_____
APPLICANT SIGNATURE	DATE

FOR OFFICE USE ONLY

Date Received: _____

Copy To: Public Works Department

Date Approved: _____

Police Department Fire/Building Department



BLOCK PARTY PROCEDURES AND REQUIREMENTS

1. Block parties may only be conducted during daylight hours. Block parties must be off the public streets and parkways by dusk.
2. Block parties shall be by invitation only and not open to the public.
3. There can be no sale of alcoholic beverage or food.
4. Total corporate sponsorship is limited to token donations or gestures of less than \$200 cash value.
5. Clean up of both the street and parkways are required immediately following the event.
6. Sidewalks and parkways may be used. No nets, stages, or large devices shall be permitted on the street, sidewalks or parkways.
7. All residents on the street must be invited to and be in agreement with the block party.
8. One (1) person must be in charge and sign the block party request form. Name, address and phone number must be supplied on the application.
9. Block parties are subject to all applicable laws i.e. loud music, disorderly conduct, etc.

If a complaint is received, the West Dundee Police Department will notify the person in charge with a warning.

If a second complaint is received and verified by the West Dundee Police Department, the block party will be required to disband.

10. Amplified music must be off by 9 pm.
11. The Village will provide the barricades. It is the block party's responsibility to erect the two barricades at each end of the closure at the stated start time for the block party and remove the barricades at the stated or required ending time.



**PUBLIC WORKS DEPARTMENT
BARRICADE LOAN APPLICATION**
900 Angle Tarn, West Dundee, IL 60118
(847) 551-3815 (847) 551-3842
www.wdundee.org

REMIT APPLICATION TO: publicworks@wdundee.org

NAME: _____ PHONE NO: _____

ADDRESS: _____

The undersigned hereby acknowledges and accepts full responsibility for the care, maintenance and return of _____ barricades from the Village of West Dundee Department of Public Works.

It is further understood that any or all cost for damages or the replacement of lost or stolen barricade(s) shall be the responsibility of the applicant. Reimbursement costs shall be paid within a fifteen day (15) calendar period from the time the barricades are required to be returned.

Barricade Loan Program Guidelines:

- 1) A maximum of four (4) Class II barricades may be placed on loan at any one time to a person, firm or entity. In the event more than four barricades are needed, the Director of Public Works must approve the request.
- 2) Barricades must be returned within 15 calendar days of the date of issuance unless otherwise approved by the Director of Public Works.
- 3) Failure to return the barricades as required will disqualify the applicant from any further privileges provided by the program.
- 4) Any costs to repair, replace, position or retrieve barricades, by Village personnel, shall be reimbursed by the applicant.
- 5) Barricades will only be loaned for the purpose of protecting Village of West Dundee public rights-of-way or public property within the corporate limits of the Village of West Dundee. Barricades will not be loaned for use on private property.
- 6) It shall be the responsibility of the applicant to pick up and return barricades.
- 7) The applicant agrees to indemnify and hold harmless, the Village of West Dundee, against any or all claims of liability as a result of the temporary use of Village barricades.

IF CLOSING A STREET HAS POLICE APPROVAL BEEN GRANTED? ____ YES ____ NO

PICK UP DATE/TIME: _____ RETURN DATE/TIME: _____

LOCATION OF BARRICADES: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

APPROVED BY: _____