



BLOCK PARTY REQUEST FORM

The Block Party Request form must be completed and submitted to the Village Manager's Office a minimum of seven days prior to the scheduled event. No person shall hold a block party without first obtaining a permit to do so, subject to the Village's rules and regulations for safe block parties (next page). Under most circumstances, Block Parties are only authorized during daylight hours and with a proposed end time prior to 9:00 P.M.

Date of Block Party: _____

Block Party Location: _____

Start Time: _____ End Time: _____

Please list the planned location(s) where residents will place the barricades: _____

Location where barricades can be both dropped off and picked up: _____

Name of Primary Contact Person: _____

Address: _____

Phone Number: _____ Email: _____

Name of Alternate Contact Person: _____

Address: _____

Phone Number: _____ Email: _____

5.3 Block Parties

The Village believes that community activities sponsored by the residents of a block are beneficial to the neighborhoods of the Village of Northfield. To that end, the following guidelines are established for regulating and granting permission for safe block parties:

No person shall hold a block party without obtaining written permission from the Village Manager, subject to the following rules and regulations:

1. Permission may be granted for the closing of one block of a local public street, both sides of which block are largely residential. The block may remain closed for a single period not to exceed eight hours, if the Manager determines that the block party is of such type, size, and duration that:

- a. It would not substantially interfere with the safe and orderly movement of traffic or emergency vehicles in the area.
- b. It would not create an imminent danger or similar disorder.
- c. It is not to be held for an unlawful purpose.

2. A request letter should be submitted to the Village Manager a minimum of seven days prior to the requested block party including the date and time of the block party (with a rain date, if desired), and the name of the street upon which the block party is to be held, specifying by name the street boundaries of the requested block of that street.

3. The residents of the said block shall place barricades as approved by the Village's Public Works Department, to be placed at the boundary intersections of the block. Said barricades will be delivered the last business day before the scheduled block party. Such barricades shall be placed so that they do not interfere with the movement of traffic on the boundary streets of the block. The barricades shall be moveable, so that emergency vehicles may enter the block if necessary. The barricades will be picked up the next business day following the block party.

4. Upon granting permission to residents for a block party, the Village Manager shall notify the Chief of Police, the Fire Chief, and the Director of Public Works of the dates, time, and location of such party.

