

# OPEN AIR MEETING (BLOCK PARTY) APPLICATION

## CITY OF JOLIET

Department of Management & Budget  
Business Services  
150 West Jefferson Street  
Joliet, Illinois 60432  
Office 815.724.3905 Fax 815.724.3904  
www.cityofjoliet.info



Office Use Only:  
Date Received: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

PLEASE COMPLETE THE ENTIRE FORM AND PRINT LEGIBLY. Incomplete forms will be returned. Complete application packets must be submitted no less than two (2) weeks before the event.

### CONTACT INFORMATION

CONTACT NAME: \_\_\_\_\_

CONTACT ADDRESS: \_\_\_\_\_

CONTACT DAYTIME TELEPHONE NUMBER: \_\_\_\_\_

CONTACT E-MAIL ADDRESS: \_\_\_\_\_

ORGANIZATION/NEIGHBORHOOD NAME: \_\_\_\_\_

ORGANIZATION ADDRESS: \_\_\_\_\_

ORGANIZATION TELEPHONE NUMBER: \_\_\_\_\_

### SPECIFIC REQUEST INFORMATION

DESCRIPTION OF EVENT: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ RAIN DATE: \_\_\_\_\_

STARTING AND ENDING TIME (NO LATER THAN 11 p.m.): \_\_\_\_\_

NAME OF STREET TO BE CLOSED OFF (specify hundred block and cross streets): \_\_\_\_\_

TYPE OF PARKING CONTROL PROPOSED: \_\_\_\_\_

ESTIMATED NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

PROVIDER OF BARRICADES: \_\_\_\_\_

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USE OF OUTDOOR SOUND AMPLIFICATION: No \_\_\_\_\_ Yes \_\_\_\_\_ (Sound Amplification License required and must end prior to 11 p.m.): Radio/Stereo \_\_\_\_\_ DJ \_\_\_\_\_ Band \_\_\_\_\_

USE OF ALCOHOL (Sales and underage drinking is prohibited): None \_\_\_ BYOB \_\_\_ Keg \_\_\_

USE OF FOOD VENDORS OR CATERERS: No \_\_\_\_\_ Yes \_\_\_\_\_ (Business requires separate license) Name of Business: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

USE OF A TENT: No \_\_\_\_\_ Yes \_\_\_\_\_ (Building Permit may be required and cannot alter the existing pavement or sidewalk)

USE OF A STAGE: No \_\_\_\_\_ Yes \_\_\_\_\_ (Building Permit may be required)

USE OF INFLATABLE CHILDREN ACTIVITIES (JUMPIES): No \_\_\_\_\_ Yes \_\_\_\_\_ (Must be located on private property)

SPECIAL EVENTS, DISPLAYS OR ACTIVITIES PLANNED: \_\_\_\_\_

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**ADDITIONAL INFORMATION TO BE PROVIDED**

- Current copy of a state issued identification card for the contact person.
- Completed Resident Signatures Form by a majority of households on affected block.

I have read, understand, agree and will fully comply with the Section 26 Streets, Sidewalks, Public Grounds, Article V. Parades and Open Air Meetings of the Joliet Municipal Code and the following:

1. An approved permit may be cancelled at the discretion of the City Manager or his designee for failure to obey the terms of the permit policy, or for public safety reasons;
2. The applicant agrees to hold the City of Joliet and its officials, agents, and employees harmless for any claim or injury arising out of the use of any public street, sidewalk, or other facility in conjunction with the terms and conditions of this permit;
3. The person listed on the application as having authority to control the event must remain at this event until its completion, and shall be available to accept any complaints;
4. Street closing barricades must be easily moved in case of an emergency and equipped with appropriate warning devices also visible after sunset. The use of a vehicle as a barricade is prohibited;
5. An approximate twelve-foot (12') emergency drive aisle shall remain clear at all time;
6. No alcoholic beverages shall be sold at any event unless the proper state of Illinois and City of Joliet Liquor License has been issued. Underage drinking is prohibited. Alcoholic beverages are not allowed on the public right-of-way;
7. The use of illegal fireworks is prohibited; and
8. The open air meeting permit is limited to the date and time specified on the permit, but in no event shall it begin before noon on Sundays or continue after 11 pm.

\_\_\_\_\_  
Print name of contact person

\_\_\_\_\_  
Signature of contact person

Date: \_\_\_\_\_

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**BLOCK PARTY PERMIT APPLICATION**

**RESIDENT SIGNATURES**

Signatures of one adult resident from a majority of households whose residences are adjacent to that portion of the public right-of-way that would be affected by the proposed event.

I the undersigned agree to the block party request for \_\_\_\_\_  
(street name, address range and cross streets) taking place on \_\_\_\_\_ (date)  
between \_\_\_\_\_ (hours) as being organized by \_\_\_\_\_  
(contact name).

**ADDRESS**  
(List households numerically  
and if vacant)

**PRINT NAME CLEARLY**

**SIGNATURE**

\_\_\_\_\_

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# CITY OF JOLIET

## EXTRA THINGS TO THINK ABOUT WHEN PLANNING YOUR BLOCK PARTY

### General Information

- Look for dates that do not conflict with other community events or holidays.
- There is no limit to the number of block parties held at one time in the City.
- Applications must be submitted a minimum of two (2) weeks before the scheduled event and all information requested on the form must be submitted before review can take place.
- Signatures of adults living on the block are required and permits are not issued for private individual parties.
- Block parties should be located on streets with minimal traffic. Some busy streets cannot be approved.

### Food Preparation

- If a vendor is supplying the food, check to make sure they have a license from the City or let them know they will need a license from the City.
- Remember to keep cold food items cold and hot items hot to help keep food safe.
- Trash must be collected and removed from the street during and at the conclusion of the party and should not be put out by the street until the regularly scheduled pick-up day.

### Police Department

- The sale of liquor is prohibited unless a permit is issued by the Liquor Commissioner.
- The consumption of liquor by a minor is illegal. Police will respond if complaints are received. Alcoholic beverages are not allowed on the public right-of-way.
- The use of illegal fireworks is prohibited as they can harm people.
- The sound volume shall be so controlled that it will not be unreasonably loud, raucous, jarring, disturbing or a nuisance to reasonable persons of normal sensitiveness within the area of audibility. Upon request by a police officer, the sound level may be required to be lowered or shut off.

### Fire Department

- Barricades at the end of the street should be easily moved for accessibility in the case of an emergency. The use of parked vehicles to close the street is prohibited.
- An approximate twelve-foot (12') emergency drive aisle the entire length of the street closure shall remain clear at all time.
- Fire hydrants should remain clear, undecorated, unobstructed and unopened.
- The use of fire pits is prohibited on the public right-of-way (streets, parkway, and sidewalk). Approved fire pits which are manufactured with metal legs and a fire screen can be located on private property. However, if complaints of smoke occur you can be ordered to put them out.

### Community and Economic Development Department

- Parkway trees should not be used to help display items (do not puncture the tree) or used as supports (do not tie things to the tree).
- If you are having a larger tent or stage for the event, contact the Inspections Division at 815.724.4070.