



10 N Water Street
South Elgin, IL 60177
847-742-5780
www.southelgin.com

BLOCK PARTY/TEMPORARY STREET CLOSURE APPLICATION

Street closures in the Village of South Elgin are approved pursuant to Title IX, Section 94 of the Village Code of Ordinances (Temporary Street Closures). Applications must be approved 30 days prior to event date.

SECTION A: EVENT DETAILS AND PERSON-IN-CHARGE INFORMATION

Event Address: _____
(Describe street, block or intersection to be closed)

Date of Event: _____ Between the hours of: _____ am/pm and _____ am/pm

Rain Date (if applicable): _____ Estimated Number of Participants _____

If sound amplification equipment will be used, please describe: _____

Will charity, gratuity or offerings be sold, please describe: _____

Applicant Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Email: _____

SECTION B: TEMPORARY LOAN OF BARRICADES

The Parks and Recreation Department will provide residents loan of barricades for a street closure providing they are picked up and returned to the Municipal Annex, 1 W. State Street between hours of 7:30am-11am or 1pm-3pm, M-F.

Pick Up Date: _____ Return Date: _____ No. of Barricades Requested: _____

SECTION C: POLICE DEPARTMENT AND FIRE DISTRICT

Parks and Recreation Staff will inform Police and Fire District of event details.

Assigned Reviewer Name and Date for PD: _____

Assigned Reviewer Name and Date for FD: _____

SECTION D: ACKNOWLEDGEMENT AND SIGNATURE

I the undersigned have contacted all residents immediately adjacent to the streets and parkways to be used for the event and have received no objections. I understand that in the event of an objection, the party will be cancelled or terminated. (Attached to this application is a signature sheet for all affected residents of the street – this signature must be returned with the application).

I further understand that I will be responsible for the removal of any litter caused by the event; damage to loaned barricades and that drinking alcoholic beverages on Village streets is prohibited.

Signature: _____ Date: _____

For Office Use Only

Date Received: _____ Approved by: _____
Chief of Police Director of Parks and Recreation

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ADDENDUM**

By signing this application addendum, I/we are confirming that we have been notified of the request to close the street on the day and times noted on the application and have no objection to the closure. We also understand that as a participant of the event we are agreeing to abide by all policies and ordinances of the Village of South Elgin.

Resident Name (printed)	Resident Address	Resident Signature