

# 32ND WARD

## 2024 BLOCK PARTY APPLICATION

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Thank you for your interest in holding a Block Party this summer. Neighborhood Block Parties are a terrific way to strengthen our community and enjoy the great weather that summer brings.

Enclosed you will find the following forms:

- Application for a permit to hold a Block Party
- Chicago Fire Department Fire Truck Request Form
- Petition for block parties

Here is what you need to know about this process.

- Permits are issued for **ONE** party per block per year because the demand for block parties are so high, this helps with distribution of dates and ensures that every block should be able to have one.
- Block parties cannot be adjacent to each other. Example, the block of 2300 N. xxxx cannot be on the same day as the block of 2400 N. xxxx.
- Block party permits are for residents only but cannot be permitted for private events such as birthday parties or graduation parties or for a business.
- **If you have not had a block party since 2020, you will have to fill out a petition for neighbor support.**
- **The Jumping Jacks online portal is open and you can [click here](#) or google “City of Chicago Jumping Jack.”** These bouncy houses are available for free, Saturday, May 28 through Sunday, September 4. Jumping Jacks are limited to Residential Block Parties within the city limits of Chicago. Applicant must reside on the block where the Block Party is taking place. Units are available on Saturday and Sundays only. Saturday requests are the highest – please consider a Sunday. Request are filled on a first-come-first-served basis

Please be aware that the City reserves the right to revoke Block Party Permits based on guidance from the Chicago Department of Public Health and CDC. The city also can deny permits based on upcoming projects or reports of issues from previous events.

Compliance with these guidelines should help make your event safe and enjoyable for everyone. As always, do not hesitate to call my office with any questions or concerns. Have a wonderful summer!

Yours very truly,



Scott Waguespack  
32nd Ward Alderman

# Tips for a Successful Block Party

Organizing a block party is a wonderful way to appreciate the outdoors, socialize with neighbors, and unify our community.

That being said, I would like to ask you to ensure that the Block Party is organized in a manner so that all of your neighbors' concerns are taken into account, including those who choose not to participate. Even though the city gives little official guidance for these events, there are a few key issues that I would like you to consider while planning and having your Block Party:

- Please notify all your neighbors several days prior to the party by leaving fliers at each home on the block, specifying street closure times and the organizer's contact information. You should also flier cars which are parked on the street.
- Only one block party per year is permitted for each block and this party cannot be held simultaneously with the block party of an adjacent, bordering street
- Maintain a 10-foot fire lane throughout the whole length of the block during the party. Any barricades or vehicles used to block the street must be kept out of the fire lane as well.
- Remember that you may not start the party or close off the street earlier than the time stated on your permit.
- The street has to be open and completely cleared by the expiration time stated on your permit. All garbage should be collected and the street returned to its original condition by the expiration of the street closure.
- **You may not sell anything or charge admission to the Block Party.** Neighbors are free to make donations, or bring food or other items. However, you may not exclude anyone who chooses not to contribute.
- Chicago law prohibits the consumption of alcohol in the public way and larger special events have to go through a detailed application process to allow for the presence of alcohol on public streets. As there are no direct guidelines with regard to block parties, I request that organizers of the event use their best judgment when alcohol is served. There should always be two designated adults who do not consume any alcohol throughout the party. Furthermore, possession and consumption of alcohol by and intoxication of those less than 21 years of age will not be tolerated.
- Neighbors are encouraged to call police and notify my office if a party gets out of control, an incident develops or they have a safety concern.



**CHICAGO**

Department of Transportation  
121 North LaSalle Street, City Hall – Room 905  
Chicago, Illinois 60602  
Tel: 312-744-5946



**APPLICATION FOR A PERMIT TO HOLD A BLOCK PARTY**  
(Recreational Street Closing)

Date of Application: \_\_\_\_\_ Ward: 32

*Please note: This application cannot be used to close any throughway of Federal Aid Urban Street, to close any street past 10:00 P.M., to close any street for more than one day in succession, or to close any street for commercial purposes. If the application is not correctly filled out answering all the questions, the application will be returned "incomplete."*

**Applicant Information:**

Permit Issued to: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*Applicants providing an e-mail address will receive the issued permit via their e-mail, if an e-mail address is not provided the issued permit can be picked up at the 32nd Ward office.*

**Secondary Contact:**

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Please answer the following questions:**

Even Location (i.e. State Street from 1100 N to 1199 N)

Street: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose: \_\_\_\_\_

What is the date of the event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Would you like "No Parking" signs? \_\_\_\_\_

Would you like to use the popcorn machine? (First come first serve basis) \_\_\_\_\_

*In accordance with the provisions of Section 9-12-040 of the Municipal Code of the City of Chicago, I hereby request a recreational street closing.*

Alderman's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



CHICAGO FIRE DEPARTMENT

Office of Special Events  
3510 S. Michigan Ave., 2<sup>nd</sup> Flr.

Chicago, IL 60653

Fax: 312-745-3679

Email request to: [Fire-specialevents@cityofchicago.org](mailto:Fire-specialevents@cityofchicago.org)

ATTN:

DDC Frank Velez/

Assist Dir. Media Affairs Larry Merritt

I am requesting a C.F.D. Presence.

TYPE OF EVENT: Block Party

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CONTACT PERSON'S NAME: \_\_\_\_\_

CONTACT PERSON'S NUMBER: \_\_\_\_\_

\*ALDERMANIC WARD: 32nd Ward

\* NOTE: ALDERMANIC WARD MUST BE COMPLETED

I/we understand all C.F.D. equipment is considered "in-service," meaning if an emergency occurs, it will take priority and the C.F.D. will respond to the incident.

The C.F.D. will NOT turn on fire hydrants or give rides.

Confirmations for block parties can no longer be provided. The C.F.D. will make every attempt to honor all Block Party or Special Event requests.

*Requests **MUST** be submitted in a timely fashion at least 14 days prior to the tour. Failure to do so may result in the inability to schedule the tour.*



