

32ND WARD

2022 BLOCK PARTY APPLICATION

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
- Mounted Police and Canine Unit
- Chicago Fire Department Fire Truck Request Form
- Petition for block parties

We're excited that block parties are being reinstated this year. However, there will be some new requirements for block parties for the year 2022:

- You will apply through our office.
- In the past, we've approved block parties if you've had them before. This year, we will ask that all applicants provide evidence that most of the residents on the affected block(s) approve of the block party. This is now a requirement from the city and not just our office. If you had an event in 2021, we will not require this.
- Block party organizers must notify neighbors and recommend vaccinations for all who attend. There must be a designated COVID Captain to help communicate safety protocols.
- The COVID Captain must sign a COVID-19 safety affirmation form with the permit application that attests they will recommend vaccinations for all who attend, tell unvaccinated individuals, including children not eligible for the vaccine, to wear masks and maintain social distancing, and ensure ready access to hand sanitizer throughout the block party.
- **The Jumping Jacks online portal will open on Monday, April 18th.** 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. Should COVID-19 numbers begin to rise again, cancelations could occur.

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

I am extremely glad that you are taking the initiative to organize a Block Party. It is the perfect 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.
- 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 thoroughway 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: _____



COUNCIL CHAMBER

CITY HALL—ROOM 300
121 NORTH LASALLE STREET
CHICAGO, ILLINOIS 60602
TELEPHONE: 312-744-6567

SCOTT WAGUESPACK

CITY COUNCIL CITY OF CHICAGO

ALDERMAN, 32ND WARD
2657 NORTH CLYBOURN AVENUE
CHICAGO, ILLINOIS 60614
TELEPHONE: (773) 248-1330
FAX: (773) 248-1360

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SPECIAL EVENTS AND
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/ / 2022

Chicago Police Department
Special Functions Group – Unit 141
Chicago Police Department
3510 S Michigan Ave. – 4th Floor
Chicago, IL 60653
Fax: 312.747.5395

Re: Mounted Police Request

To Whom It May Concern:

I am writing to request mounted Police and a canine unit for

_____ at _____.
(Name) (Home Address)

The event will be held on _____ on the _____ block of
(Date) (Number)

_____ between _____ a.m. and _____ p.m. The event organizer
(Street)

can be reached at (____) _____.

If you have any questions, please contact Elizabeth Gomez at my office at (773) 248-1330.
Thank you for your assistance in this matter.

Sincerely,

Scott Waguespack
Alderman, 32nd Ward

SW:pp



CHICAGO FIRE DEPARTMENT

Special Events
3510 S. Michigan Ave., 2nd Floor
Chicago, IL 60653
Fax: 312-745-3679
Jeffrey.lyle@cityofchicago.org

Attn: Chief Jeffrey A. Lyle
Coordinator of Special Events

I am requesting a C.F.D. fire truck or engine at the following event:

TYPE OF EVENT: BLOCK PARTY

DATE: _____

LOCATION: _____

ALDERMANIC WARD: 32ND WARD

TIME: _____

CONTACT PERSON'S NAME _____

CONTACT PERSON'S PHONE NUMBER: _____

***NOTE: ALDERMANIC WARD MUST BE COMPLETED**

I/we understand all C.F.D. equipment is considered "in service" meaning that should an emergency situation occur it will take priority, and the C.F.D. will respond to that 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 and special event request.

Dear Neighbors,

Anticipated Date and Times:_____

Contact person on the block: _____

[illegible]

[illegible]