



Office of the Mayor
City of Springfield, Illinois

J. Michael Houston
Mayor

Guidelines for a Block Party

1. A Responsible Adult

A person who is twenty-one years or older must take responsibility for the party, such as organizing, supervising, and keeping the party under control.

2. Petition

Signatures must be obtained from everyone in the area to be closed off. You will need the approval of 80% of the residents living on the block. Please have them sign their name and write their address.

3. Obstruction Permit

An obstruction permit must be issued for the authorization of the block party. You must obtain this permit from the Office of Public Works, Motor Vehicle Parking Department, Room 207, in Municipal Building West at 700 E Monroe at least 14 days before the date of the block party.

4. Barricades

The Office of Public Works will provide barricades according to the traffic plan developed for the block party.

5. Music

Music must be turned off by 10P.M. People must be off street by 11P.M. Clean up of the area will be the responsibility of the block party organizers. The volume of music must adhere to current city noise ordinances.

6. Alcohol Restrictions

No alcoholic beverages are allowed on city property, for example, the street, the sidewalk, and any city right-of-ways *unless* organizers have also obtained a separate liquor license.

7. Insurance

Insurance is required. Must be a \$1,000,000 liability policy naming the City of Springfield as additionally insured. We also have a 1 day limited policy that can be purchased for \$25. Contact Crystal at 789-2211 with any questions. Checks for insurance should be made payable to Market Access Corporation.

ARTICLE II. OBSTRUCTIONS AND ENCROACHMENTS

§ 99.10. Unauthorized obstruction or encumbrances.

(a) No person shall place, throw, or leave, or cause to be placed, thrown, or left any obstruction or encumbrance in or on any street, alley, sidewalk, parkway, or other public ground, except for the following: trees, shrubs, flowers or other landscaping; landscape boulders no more than two feet in diameter; mailboxes including decorative mailbox holders no more than two feet square and four feet in height; or as otherwise authorized by this Code or other ordinance. Any authorized obstruction or encumbrance shall not hinder the vision of motorists and pedestrians necessary for safe movement into, out of or adjacent to the site.

(b) Such obstructions shall be placed or left at the person's own risk and may be removed by the city in any event it becomes necessary as deemed by the city. Such removal shall be without reimbursement to the person by the city.

(c) Any person who shall place or leave, or cause to be placed or left, and encroachment, obstruction, or encumbrance in or on any street, alley, sidewalk, or other public ground shall in all cases be liable to the city and to private persons for all injury or damages arising therefrom.

(Ord. No. 465-08-04, § 2, 8-17-04)

State law references: Power of city to prevent and remove obstructions on streets, 65 ILCS 5/11-80-3.

§ 99.11. Street and sidewalk obstruction.

(a) No contractor, builder, or other person shall encumber or obstruct any street, alley, sidewalk, or other public ground or portion thereof in the city with barricades, parking meter covers, temporary structures, tool sheds, office or tool trailers or shanties, building materials, or any other foreign materials which may impede or obstruct traffic or public use of a public way unless such contractor, builder, or other person shall have filed with the city clerk an application setting forth, among other things, the purpose, the period, and extent of the use desired to be made of the public way and shall have obtained a permit signed by the city clerk and properly endorsed by the city traffic engineer, and shall have paid the proper fees. Anyone who obtains such a permit and encumbers or obstructs any street, alley, sidewalk, or other public ground or portion thereof, shall install barricades, flashing lights, lanterns, channelizing devices, and warning signs as specified by the city traffic engineer. Should the permit also authorize blockade of curb parking, the permittee shall obtain from the city traffic engineer appropriate materials to mount on the parking meters giving notice to the public that such meters have been taken out of service and stating the duration thereof.

(b) This section shall not apply during emergency situations involving health and safety. In such cases representatives of public utilities, and public works or any bonded contractor authorized by the office of public works may proceed to correct the emergency situation: but in such case, all persons, including city employees, shall give notice to the police department, fire department, and office of public works of the city prior to making such obstruction, which notice shall specify the location and purpose thereof, and all persons including city employees shall thereafter, on the next business day, comply with the provisions of sections 99.11, 99.12, 99.13, 99.27, and 99.28 and such other provisions of this Code as may be applicable.

(Ord. No. 206-3-96, § 3(Exh. A), 3-20-96)

§ 99.12. Forms of application and permit.

(a) The city traffic engineer shall prepare application and permit forms which shall identify the person seeking to obstruct the public way, the area sought to be obstructed, purpose of such obstruction, duration of the period during which the public way shall be obstructed, and if public parking on the public streets is to be curtailed, the area of the street to be obstructed, the purpose thereof and duration of period during which the interruption of public parking shall be in effect.

(b) In addition to information required in subsection (a) of this section, the application shall include:

(1) A signed statement that the applicant shall hold harmless the city, its officers and employees, and shall indemnify the city, its officers and employees for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the permit. Applicant shall furnish and maintain public liability and property damage insurance as will protect applicant, property owners, and the city from all claims for damage to property or bodily injury, including death, which may arise from operations under the permit or in connection therewith. The insurance shall provide coverage of not less than \$1,000,000 for bodily injury and for property damage per occurrence. The insurance shall be without prejudice to coverage otherwise existing, and shall have as additional insured the city, its officers and employees, and shall further provide that the policy shall not terminate or be canceled prior to the expiration of the license without 30 days' written notice to the city clerk.

(2) A certificate of insurance as provided in this section.

(c) The permit shall not be effective until approved by the city clerk.

(Ord. No. 381-06-05, § 1, 6-7-05)

§ 99.13. Fees.

(a) Permits issued for street, alley, sidewalk, or other public ground obstructions or to block curb parking shall be at the rate of \$4.50 per each metered space for each day when parking meters would otherwise be in effect.

(b) The fees herein provided for street, alley, sidewalk, or other public ground obstructions or to block curb parking shall be in addition to any fee paid for a permit for an opening in any street, alley, sidewalk, or other public ground under section 99.26.

(Ord. No. 244-5-99, § 1, 5-04-99; Ord. No. 381-06-05, § 1, 6-7-05)

99.28. Insurance policy required.

(a) In addition to the requirements contained in this article, no permit shall be issued to any person permitting or allowing the obstruction, tearing up, removing, or repairing of any sidewalk, street, alley, any other public place, or any part thereof, until the person making application for such permit shall first have furnished to the city all signed statements, insurance coverage and certificates of insurance coverage required in section 99.12 of this chapter.

(b) The director of the office of public works may require the amount of the insurance to be increased to an amount sufficient to protect the city against any such loss, cost, damage, or expense.

§ 110.390. License required.

No person shall sponsor a special event as defined in this chapter without first having obtained a special event license.

§ 110.391. Reserved.

Editor's note: Ord. No. 240-05-04, § 1, adopted May 4, 2004, repealed § 110.391, License fee, derived from Ord. No. 447-08-03, § 1, adopted Aug. 5, 2003.

§ 110.392. Application.

(a) In addition to information required in the general licensing provisions of this chapter, the application for a special event license shall include:

- (1) The name and address of all persons acting as sponsors of the special event.
- (2) The purpose of the special event and the estimated number of participants or those otherwise attending.
- (3) The date or dates the special event is to be held and the time it commences and terminates.
- (4) A list of all vendors doing business during the special event, including type of concession.
- (5) Whether any music will be provided, either live or recorded.
- (6) Whether the use of alcoholic beverages will be permitted or sold during the special event.
- (7) A statement as to the number of trash containers that will be available at the special event.
- (8) A signed statement that the applicant shall hold harmless the city, its officers and employees, and shall indemnify the city, its officers and employees for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the license. Applicant shall furnish and maintain public liability and property damage insurance as will protect applicant, property owners, and the city from all claims for damage to property or bodily injury, including death, which may arise from operations under the license or in connection therewith. The insurance shall provide coverage of not less than \$1,000,000 for bodily injury and for property damage per occurrence. The insurance shall be without prejudice to coverage otherwise existing, and shall have as additional insured the city, its officers and employees, and shall further provide that the policy shall not terminate or be canceled prior to the expiration of the license without 30 days' written notice to the city clerk.
- (9) If the special event is substantially in the form of a block party and the applicant desires to purchase the required insurance coverage arranged by the city with a third-party insurance carrier, the fee charged to the applicant for such insurance coverage shall be \$25 and the city shall subsidize the remainder of the premium.

(b) The application for a special license shall be submitted at least ten working days prior to the date upon which the special event is to be held.

(c) In the event the sponsor of the special event is required to obtain a permit for an obstruction of any street, alley, sidewalk, or other public ground or a portion thereof pursuant to Chapter 99 of this Code, the insurance requirements of section 99.12 shall be satisfied by compliance with this Chapter 110.

(Ord. No. 447-08-03, § 2, 8-5-03; Ord. No. 595-10-04, § 1, 10-19-04; Ord. No. 381-06-05, § 2, 6-7-05; Ord. No. 440-06-05, 6-21-05)

§ 110.393. Issuance of license.

(a) The approving authority shall be the superintendent of motor vehicle parking.

(b) In addition to the requirements of the general licensing provisions, each applicant shall provide the city clerk a certificate of insurance as provided in section 110.392. (Ord. No. 217-4-01, § 2(Exh. B), 4-17-01; Ord. No. 447-08-03, § 2, 8-5-03)

§ 110.394. Hours of operation.

A special event shall take place only between the hours of 8:00 a.m. and 10:00 p.m.

§ 110.395. Health regulations.

(a) All persons operating concessions during the special event shall be subject to and comply with all applicable requirements and standards for dispensing and purveying food contained in this Code.

(b) All food held, offered for sale, or sold during the special event shall be subject to and comply with all applicable requirements for that food contained in this Code and the rules and regulations promulgated hereunder.

**Certain Permit Holders of the City of Springfield, IL
Neighborhood Block Parties**

LIMITS OF LIABILITY

\$2,000,000 General Aggregate
\$2,000,000 Products & Comp. Operations Aggregate
\$1,000,000 Per Occurrence
\$ 10,000 Personal & Advertising Injury
\$ 50,000 Fire Damage
\$ Nil Deductible per claim
\$ 1,000 Med Pay

COVERAGES INCLUDED

- Bodily injury and property damage
- Personal injury
- Advertising injury
- Products/Completed operations
- Coverage is limited to specific activities and/or locations
- Medical Payments

EXCLUSIONS

- Abuse, molestation, assault & battery
- Amusement devices/mechanical/inflatable devices
- Aircraft, airports, aviation type risks
- Animals - injury caused by any animals
- damage caused by any animal
- damage to any animal
- Automobiles/vehicular exposures (Bodily Injury & Property Damage)
- Bungee-related activities
- CCC
- Cross suits
- Employment related practices
- Firearms & Similar Weapons
- Fireworks & Pyrotechnics
- Fungi or Bacteria
- Liquor (Absolute Liquor Exclusion)
- other than host
- Concerts of a riotous or inflammatory nature, creating civil disobedience
- Moshing, stage diving, crowd surfing, slam dancing
- Pollution, lead paint, asbestos
- Punitive damages
- Performer and athletic participant injuries
- Riot, civil commotion
- Rodeos
- Security Guards
- Vendors
- Volunteers (bodily injury to)
- War and Terrorism

PLEASE NOTE: In the interest of Full Disclosure we require that the insured has full knowledge that he/she is being charged any fee(s) shown above. The applicant's signature below is acknowledgment of said charge.

I am aware that the information provided to the Company, including the list of performers shown, has been used for underwriting purposes and is intended to influence the decision to write the insurance coverage. False or misleading answers may cause denial of coverage and/or prosecution. I attest to the fact that there have been no claims for prior event of this nature. I have read and understand and accept the Coverage, Limits and Exclusions as shown. Please bind coverage as quoted.

Signed _____ Date _____

QUOTE VALID FOR 45 DAYS - Terms may not comply with the coverage specifications requested. Coverages are subject to the Company's forms & endorsements. A specimen copy of the policy can be obtained for your review prior to binding coverage.