



Misty Buscher, Mayor
Dave Fuchs, Director

Phone: (217) 789-2255
Fax: (217) 789-2366

OFFICE OF PUBLIC WORKS
ROOM 201, MUNICIPAL CENTER WEST
CITY OF SPRINGFIELD, ILLINOIS 62701

Guidelines for a Block Party

1. Procedures

Please complete the Petition, Event Notification Forms, Application for Events and Right of Way Obstruction Application and return them to the Office of Public Works, Motor Vehicle Parking Department, Room 203, in Municipal Center West at 300 S Seventh Street. These should be returned at least 14 days before the date of the block party. The application will be reviewed by City staff as well as Insurance Company. Once approved your permit will be emailed to you.

2. 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. Valid ID required

3. Petition

You will need the approval of your neighborhood association as well as 80% *the majority* of the residents living on the block. Please have them sign their name and write their address. The petition must have a date and time.

4. Barricades

The office of Public Works will provide barricades according to the traffic plan developed for the block party. Major City thoroughfares and streets that are not stop controlled at each end are not eligible for closure.

5. Music

Music must be turned off by 10 pm. People must be off street by 11 pm. 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 \$25.00. Contact Crystal at (217) 789-2255 with any questions. Checks for insurance should be made payable to City of Springfield.

Signature of Applicant _____ **Date:** _____