

# VILLAGE OF HOFFMAN ESTATES

## BLOCK PARTY APPLICATION

**This section must be completed in full by event director/applicant.**

|   |  |                    |
|---|--|--------------------|
| Date Submitted: _____   | Event Sponsor: _____                                     |                    |
| Date of Event: _____  | Starting Time: _____                                     | Ending Time: _____ |
| <b><u>EVENT DIRECTOR/APPLICANT CONTACT INFORMATION</u></b>  |  |                    |
| Name: _____ Home Phone: _____   |  |                    |
| Address: _____  |  |                    |
| (street)  | (city)   | (zip code)         |
| Business Phone: _____   | Signature: _____   |                    |
| <b><u>EVENT INFORMATION</u></b>   |  |                    |
|   | Rain Date (if any): _____                                |                    |
| Exact Location of Event (Be specific as to what street and/or part of street your party will be taking place):<br>_____                                 |  |                    |
| Estimated Number of Participants: _____   |  |                    |
| Will Vehicular Traffic be Impeded?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |                    |
| Will barricades be required?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |                    |
| If you would like to have the Fire & Police Departments visit your block party, please indicate<br>The approximate time you would prefer a visit. _____ |  |                    |
| Where will barricades be placed? (Be specific) _____<br>_____   |  |                    |

### **INFORMATION**

1. **The block party application form must be completed in full and submitted to the Village of Hoffman Estates for approval at least two weeks prior to the scheduled event.** Upon approval, you will be informed by mail in a letter granting approval.
2. If barricades are needed for your event, you must contact the Village's Utility Maintenance Supervisor, Joe Volpe, at 490-6800, **at least three days prior to your event.**
3. A petition sheet must accompany this application with the approval signatures for each residence that may be directly affected by this event.
4. This permit may be revoked for due cause or in the case of an emergency. All events shall be conducted in accordance with the Village Code and Special Events Policy of the Village of Hoffman Estates.

