

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: _____
<u>EVENT DIRECTOR/APPLICANT CONTACT INFORMATION</u>		
Name: _____ Home Phone: _____		
Address: _____		
(street)	(city)	(zip code)
Business Phone: _____	Signature: _____	
<u>EVENT INFORMATION</u>		
	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): _____		
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"/>
Where will barricades be placed? (Be specific) _____		
If you would like to have the Fire & Police Departments visit your block party, please indicate The approximate time you would prefer a visit. _____ _____		

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 Traffic Operations Supervisor, John Kovaka at 847-781-2706, **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. Event must align with any and all current pandemic guidance from the State of Illinois. All events shall be conducted in accordance with the Village Code and Special Events Policy of the Village of Hoffman Estates.
5. This permit may be revoked for due cause or in the case of an emergency. Permit may also be revoked due to updates to federal, state or local public health guidance.

