



## Neighborhood Block Party Application Instruction Packet

Thank you for planning your neighborhood Block Party. You must have City Council approval for your block party. The City Council meets on the 2nd and 4th Tuesdays of each month. This packet of information will guide you through the process of obtaining City Council approval for your event. Here is what you need:

- **City of Berwyn Event Application:** This form helps City departments know what type of event you are planning. Fill it out and submit it to the Clerk's office along with the two forms below.
- **Petition for Block Party Form:** The Petition for Block Party Form must be signed by at least 50% of the homeowners on your block before your event will be approved. You are also required to notify all of your neighbors of the date and time of the block party once you receive approval.
- **City Council Communication – Request for Block Party:** Please fill out this communication form. We will submit it along with your event application and petitions to the City Council on the next available meeting date.

**YOU MUST SUBMIT the City of Berwyn Event Application, Petition for Block Party, and Council Communication forms 8 WEEKS BEFORE THE DATE OF YOUR BLOCK PARTY.**

We have provided copies of the City's rules and regulations about Block Parties in this packet. Please review them.

**Remember:** Be considerate of neighbors who may not be participating. Keep noise levels for DJs, live, and recorded music at reasonable levels at all times. Fireworks and other illegal activities under state and local law are prohibited.

The City of Berwyn reserves the right to limit the number of Block Party and event permits issued on any given date.

**Return your completed forms to the Office of the City Clerk, attention: Deputy Clerk Matthew Medina at City Hall.** Contact Mr. Medina with any questions you might have. He can be reached at [mmedina@ci.berwyn.il.us](mailto:mmedina@ci.berwyn.il.us) or 708-749-6453.

Best wishes for good weather,

Leticia Garcia  
Berwyn City Clerk



# CITY OF BERWYN EVENT APPLICATION



Please provide information about your planned event:

Date of Event: \_\_\_\_\_ Time: Start \_\_\_\_\_ End \_\_\_\_\_

Type: Block Party  Parade  Open Air Event  Use of Public Way

Description of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

### Allowed Event Times

Block Parties  
8AM to 9PM

All Other Events  
8AM to 11PM

(Please Print)

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Do you plan to use:

Live or Recorded Music

Sound Equip./Amplifiers

Bounce Houses of Inflatables

(Please mark all that apply)

Food Vendors

Commercial Food Prep. Equipment

Crafter/Vendors

Alcohol Sales

Portable Toilets and Sanitation

Will you require any of the following City services? Yes  No

### Large-Scale Event Fee

**Acknowledgment** (Not applicable to Block Parties)

I understand that large-scale events may require Police, Fire, or other City services, which are provided only upon availability and may result in additional fees per department. I acknowledge that all such costs are the responsibility of the applicant.

Street Closure

Rolling Street Closure

Alley Closure

Parade Route Closure

Barricades

Police Detail/Security

Traffic Control

Library Community Engagement

Fire Truck

McGruff/Police Explorers Unit

K9 Unit / Pawfficer Romeo

### City Council Approval **IS REQUIRED** for your event.

(City Council meets the 2nd & 4th Tuesday of every month)

- Submit this application to the Clerk's Office 8 weeks prior to the event date.**
- A Certificate of Insurance is required for Parades, Outdoor Events, Use of Public Way, as well as for all food and beverage sales.**
- A Food License is required from the Berwyn Public Health Department for ALL food sales.
- A City of Berwyn Temporary Liquor License is required for ALL alcoholic beverage sales.
- A route map must be submitted with this application for all parades / demonstrations.
- USE OF PUBLIC WAY:** Provide a list of intersections/corner locations and all dates being requested for use of public way. Location and Date availability is subject to approval. Use of public way is limited to one group per day, one group per location, and on a First Come—First Serve basis.
- The City reserves the right to regulate, restrict and limit use of the public way at all times.**



## City Council Communication – Request for Block Party

To: Mayor Robert J. Lovero and Members of the Berwyn City Council

From: Residents of the \_\_\_\_\_00 Block of \_\_\_\_\_ (i.e. 1200 Block of Home)

Date: \_\_\_\_\_

Re: Request for Block Party Approval

Dear Mayor Lovero and City Council:

The residents of the above listed street request approval for our Block Party to be held on:

Requested Date: \_\_\_\_\_ from 8:00 a.m. until 9:00 p.m.

Rain Date: \_\_\_\_\_ from 8:00 a.m. until 9:00 p.m.

We have also submitted the following forms with this request:

- Completed City of Berwyn Event Application, and
- A petition signed by at least 50% of the homeowners residing on our block.

I am the organizer of the Block Party. I have received and read the Berwyn Code of Ordinances regarding Block Parties and Bounce Houses. My neighbors and I agree to abide by all the laws of the City of Berwyn and State of Illinois. In addition, we state that:

- We understand that the **use of fireworks is illegal** in Berwyn and in Illinois. We understand that our use of fireworks during our block party may result in the cancelling of our permit resulting in the ending of our party along with the possible issuance of tickets and fines.
- We also understand that Live Bands, DJ's or any amplified music must be kept at a reasonable level so as not to disturb other neighbors.
- We agree to clean up our block after the party.

As the permit holder, I understand that I am accepting responsibility for the activities conducted during the time of this permit. I also agree to notify all my neighbors of the date and time of the Block Party.

Thank you for considering our Block Party request,

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address

**PLEASE RETURN TO THE OFFICE OF THE CITY CLERK 8 WEEKS PRIOR TO YOUR REQUESTED DATE  
6700 W 26<sup>th</sup> St, Berwyn, IL 60402 Phone: 708-749-6452**







## City of Berwyn Code of Ordinances – Block Parties and Bounce Houses

### Part Ten, Sec. 1020.07 BLOCK PARTIES

(A) *Defined.* For the purpose of this section, the following definition shall apply unless the context clearly indicates or requires a different meaning.

**BLOCK PARTY.** A congregation of citizens/neighbors held outdoors and on public property for the purpose of conducting activities, including but not limited to children's games, picnics, food preparation and dispensing, entertainment and the like.

(B) *Permit required.* No person shall conduct a block party and/or otherwise occupy or use a public street, alley, roadway, parkway or sidewalk for the purpose of conducting a block party without first obtaining a permit for the same, in writing, from the city.

(C) *Criteria for permit issuance.* No sooner than 30 days prior to the proposed date for a block party, the following must be submitted to the City Clerk's office:

(1)(a) A petition containing the date, time and specific location for which a permit is requested to be issued, signed by no fewer than 50% of the property owners residing within the designated location; and

(b) A written statement by the block party organizers identifying, by name, address and telephone number, the person responsible for the event and an agreement that all provisions of this section will be complied with.

(2) Upon receipt of the same, the City Clerk shall place the petition on the Council agenda for the next available Council meeting for action by Council. The decision of Council shall be final.

(D) *Rules.* Notwithstanding the issuance of a permit, the following rules shall apply to all block parties:

(1) The placement of temporary barricades and the like, blocking access to the public roadway, shall not in any way hinder access by emergency vehicles, if required;

(2) Activities of the block party shall not commence prior to 8:00 a.m. and must cease by 9:00 p.m.;

(3) No individual admission charge is to be collected at the event for either entertainment, food, products or amusements;

(4) The provisions of Chapter 666 of the General Offenses Code relating to peace disturbances must be reasonably complied with, given the nature of the event;

(5) Amplified music, whether through live bands and/or reproduced sound, shall be of a volume that is no louder than is necessary for the convenient hearing of persons who are in attendance at the block party and should not unreasonably disturb the peace, quiet and comfort of neighboring blocks not involved; and

(6) Activities not otherwise legally authorized by state or local laws are prohibited, including, but not limited to, fireworks displays.

(E) *Violations.* In addition to the penalty provided in § 1020.99, violators of this section are subject to the revocation of any permits issued under this section and denial of future permits requested.

(Ord. 93-38, passed 7-13-1993)

### Part Six, Sec. 672.16 DECORATIVE AND RECREATIONAL INFLATABLE STRUCTURES

(A) All inflatable structures for decorative or recreational purposes, including but not limited to inflatable bounce houses, inflatable moon jumps, inflatable castles, plastic blow-molded yard decorations, and air-supported structures, are prohibited except on rear yards as defined by Section 1248.03(B)(2) of the Zoning Code and side yards as defined by Section 1248.03(B)(3) of the Zoning Code. Inflatable swimming pools are expressly excluded from this section. Inflatables used at approved block parties are excluded from this section. All inflatables used at approved block parties shall be insured and shall only be rented from an inflatable structure rental company that is insured and bonded. A certificate of insurance must be provided with the block party application indemnifying the City and listing the City of Berwyn as an additional insured.

(B) All inflatable structures permitted by the section must be set back at least 18 inches from the property line. No inflatable structure may exceed 20 feet in height, and must be properly secured at all times. No inflatable structure for recreation may be used or accessed at any time when wind speeds exceed 20 miles per hour. All inflatable structures permitted by this section shall be insured and shall only be rented from an inflatable structure rental company that is insured and bonded.

(Ord. 14-17, Passed 7-22-2014; Ord. 19-16 Amended 5-28-2019)