



## 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 Sandra Anderson at City Hall.** Contact Ms. Anderson with any questions you might have. She can be reached at [sanderson@ci.berwyn.il.us](mailto:sanderson@ci.berwyn.il.us) or 708-749-6453.

Best wishes for good weather,

Margaret Paul,  
Berwyn City Clerk



# CITY OF BERWYN EVENT APPLICATION



Please provide information about your planned event:

Date of Event: \_\_\_\_\_, 2022 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:

(Please mark all that apply)

Live or Recorded Music  Sound Equip. / Amplifiers  Bounce Houses or Inflatables

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

\* Please contact the Police Dept. for fee schedule if requesting Police Detail or Security.

Street Closure

Rolling Street Closure

Alley Closure

Parade Route Closure

\*\* These City services supplied only if available on the day of the event and subject to personnel availability

Barricades

\*Police Detail/ Security

Traffic Control

\*\*Berwyn Public Library Book Peddler (Bike)

\*\*Fire Truck

\*\*McGruff

\*\*K-9 Unit

\*\*Police Explorers Unit

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.**







## Request for Block Party & Guidelines

City of Berwyn  
Marge Paul, City Clerk  
[mpaul@ci.berwyn.il.us](mailto:mpaul@ci.berwyn.il.us)  
[sanderson@ci.berwyn.il.us](mailto:sanderson@ci.berwyn.il.us)

The undersigned, being residents of the \_\_\_\_\_ block of \_\_\_\_\_, hereby request the City of Berwyn to close the aforementioned block to vehicular traffic on \_\_\_\_\_ with a rain date of \_\_\_\_\_ from the hours of \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m./p.m.

NAME:

ADDRESS:




## 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: \_\_\_\_\_, 2022 from 8:00 a.m. until 9:00 p.m.

Rain Date: \_\_\_\_\_, 2022 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**