

# 32ND WARD

## 2016 BLOCK PARTY APPLICATION

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Thank you for your interest in holding a Block Party this summer. Neighborhood Block Parties are a terrific way to strengthen our community and enjoy the great weather that summer brings.

Enclosed you will find the following forms:

- Letter from Alderman Scott Waguespack
- Application for a permit to hold a Block Party
- Mounted Police and Canine Unit
- Chicago Fire Department Fire Truck Request Form
- Petition for first-time block parties
- Jumping Jack Request Form (copy available at our office only)

If this is the first time your block has held a party or you have not held one in the past two years, we ask that you circulate a petition among your neighbors demonstrating support for the event (attached). Once the petition is complete, please return it our office with your completed Block Party Permit Application. If you have held a Block Party in the past you do not need complete the petition.

Please take into consideration that these street closures are permitted **once yearly per block**. We also ask that Block Parties not be held during Cubs or festival weekends whenever possible, especially for those blocks in close proximity to Wrigley Field and festival grounds. Schedules of Cubs games can be obtained at [www.cubs.com](http://www.cubs.com) and information regarding street festivals will be posted on the 32nd Ward website at [www.ward32.org](http://www.ward32.org).

**Please return the completed Permit Application and petition (if necessary) to the 32nd Ward office no later than 15 days prior to the event.** Our office may provide “No Parking” signs if needed. It is helpful if organizers notify neighbors by leaving flyers on cars on the block in advance of the party.

Barricades and a popcorn machine are available on a first-come first-served basis. Please confirm with the 32nd Ward office regarding availability. You will need to arrange pick-up and drop-off of these items.

You may fax the completed Fire Truck Request directly to the Chicago Fire Department or submit it to the 32nd Ward office. The Police Department may also be able to provide a canine unit or mounted police for your event. Please let us know if you would like for the Alderman to make a request for either. As other priorities may arise for the canine unit and mounted police, we cannot guarantee their presence even if they have confirmed their attendance.

Please send your Jumping Jack application directly to the Mayor’s Office of Special Events. That office will contact organizers in regards to their availability. To check on the status of your application, you may call the office at (312) 747-4111 or (312) 747-4110.

Please provide us with your email address so that we can send your permit to you electronically.

If you have any questions or concerns, contact the 32nd Ward office at (773) 248-1330.



**SCOTT E. WAGUESPACK**

Alderman, 32nd Ward - City Council of Chicago

[www.ward32.org](http://www.ward32.org)

32nd Ward Office:  
2657 North Clybourn Avenue  
Chicago, IL 60614  
773 248 1330 tel ■ 773 248 1360 fax  
info@ward32.org

City Hall Office:  
121 North LaSalle, Suite 300  
Chicago, IL 60602  
312 744 6567 tel ■ 312 744 4852 fax  
ward32@cityofchicago.org

/ /2016

Steve Georgas  
Assistant Deputy Superintendent  
Special Functions Group  
Chicago Police Department  
3510 S Michigan Ave.  
Chicago, IL 60653

Re: Mounted Police Request

Dear Mr. Georgas:

I am writing to request mounted Police and a canine unit for

\_\_\_\_\_ at \_\_\_\_\_.  
(Name) (Home Address)

The event will be held on \_\_\_\_\_ on the \_\_\_\_\_ block of  
(Date) (Number)

\_\_\_\_\_ between \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m. The event organizer  
(Street)

can be reached at (\_\_\_\_) \_\_\_\_\_. If you have any questions, please contact Elizabeth  
(Phone)

Gomez at my office at (773) 248-1330. Thank you for your assistance in this matter.

Sincerely,

  
Scott Waguespack  
Alderman, 32nd Ward



## SCOTT E. WAGUESPACK

Alderman, 32nd Ward - City Council of Chicago

[www.ward32.org](http://www.ward32.org)

32nd Ward Office:  
2657 North Clybourn Avenue  
Chicago, IL 60614  
773 248 1330 tel ■ 773 248 1360 fax  
[info@ward32.org](mailto:info@ward32.org)

City Hall Office:  
121 North LaSalle, Suite 300  
Chicago, IL 60602  
312 744 6567 tel ■ 312 744 4852 fax  
[ward32@cityofchicago.org](mailto:ward32@cityofchicago.org)

Dear Neighbors,

The summer season is upon us and many of you are making plans to enjoy the beautiful weather. I am extremely glad that you are taking the initiative to organize a Block Party. It is the perfect way to appreciate the outdoors, socialize with neighbors and unify our community.

That being said, I would like to ask you to ensure that the Block Party is organized in a manner so that all of your neighbors' concerns are taken into account, including those who choose not to participate. Even though the city gives little official guidance for these events, there are a few key issues that I would like you to consider while planning and having your Block Party:

- Please notify all your neighbors several days prior to the party by leaving fliers at each home on the block, specifying street closure times and the organizer's contact information. You should also flier cars which are parked on the street.
- Maintain a 10 foot fire lane throughout the whole length of the block during the party. Any barricades or vehicles used to block the street must be kept out of the fire lane as well.
- Remember that you may not start the party or close off the street earlier than the time stated on your permit.
- The street has to be open and completely cleared by the expiration time stated on your permit. All garbage should be collected and the street returned to its original condition by the expiration of the street closure.
- You may not sell anything or charge admission to the Block Party. Neighbors are free to make donations, or bring food or other items. However, you may not exclude anyone who chooses not to contribute.
- Chicago law prohibits the consumption of alcohol in the public way and larger special events have to go through a detailed application process to allow for the presence of alcohol on public streets. As there are no direct guidelines with regard to block parties, I request that organizers of the event use their best judgment when alcohol is served. There should always be two designated adults who do not consume any alcohol throughout the party. Furthermore, possession and consumption of alcohol by and intoxication of those less than 21 years of age will not be tolerated.
- Neighbors are encouraged to call police and notify my office if a party gets out of control, an incident develops or they have a safety concern.

Compliance with these guidelines should help make your event safe and enjoyable for everyone. As always, do not hesitate to call my office with any questions or concerns. Have a wonderful summer!

Yours very truly,

Scott Waguespack  
32nd Ward Alderman



**CITY OF CHICAGO**  
 Department of Transportation  
 121 North LaSalle Street, City Hall – Room 905  
 Chicago, Illinois 60602  
 Tel: 312-744-5946



**APPLICATION FOR A PERMIT TO HOLD A BLOCK PARTY**

(Recreational Street Closing)

Date of Application: \_\_\_\_\_ Ward: 32

*Please note: This application cannot be used to close any throughway of Federal Aid Urban Street, to close any street past 10:00 P.M., to close any street for more than one day in succession, or to close any street for commercial purposes. If the application is not correctly filled out answering all the questions, the application will be returned "incomplete."*

**Applicant Information:**

Permit Issued to: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

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

*Applicants providing an e-mail address will receive the issued permit via their e-mail, if an e-mail address is not provided the issued permit can be picked up at the 32nd Ward office.*

**Secondary Contact:**

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Please answer the following questions:**

Even Location (i.e. State Street from 1100 N to 1199 N)

Street: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose: \_\_\_\_\_

What is the date of the event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Would you like "No Parking" signs? \_\_\_\_\_

Would you like to use the popcorn machine? (First come first serve basis) \_\_\_\_\_

*In accordance with the provisions of Section 9-12-040 of the Municipal Code of the City of Chicago, I hereby request a recreational street closing.*

Alderman's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**CHICAGO FIRE DEPARTMENT**

Special Events  
10 W. 35<sup>th</sup> Street  
14<sup>th</sup> Floor  
Chicago, IL 60616  
Fax: 312-745-3679

Attn: Chief Verdie P Allen  
Coordinator of Special Events

I am requesting a C.F.D. fire truck or engine at the following event:

TYPE OF EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ALDERMANIC WARD: 32nd Ward

TIME: \_\_\_\_\_

CONTACT PERSON'S NAME \_\_\_\_\_

CONTACT PERSON'S PHONE NUMBER: \_\_\_\_\_

**\*NOTE: ALDERMANIC WARD MUST BE COMPLETED**

I/we understand all C.F.D. equipment is considered "in service" meaning that should an emergency situation occur it will take priority, and the C.F.D. will respond to that incident.

The C.F.D. will not turn on fire hydrants or give rides.

Confirmations for block parties can no longer be provided. The C.F.D. will make every attempt to honor all Block Party and special event request.

# PETITION TO HOLD A BLOCK PARTY

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Dear Neighbors,

For the first time, residents of our block are putting together a Block Party. This is a great opportunity to meet and interact with the other families on our block and have a little fun together. In order to show support for the party on our block, Alderman Waguespack has asked that we circulate this petition among our neighbors. Thank you for your support.

**Anticipated Date and Times:** \_\_\_\_\_

**Location of the Party:** \_\_\_\_\_

**Contact person on the block:** \_\_\_\_\_

**PLEASE PROVIDE YOUR NAME, PHONE NUMBER AND ADDRESS. INCOMPLETE ENTRIES WILL NOT BE COUNTED.**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

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29. \_\_\_\_\_

30. \_\_\_\_\_