



At the Heart of Community



Block Party Request Form

The block party application form below must be completed and submitted to the Village Manager's Office at least fourteen (14) days prior to the scheduled event. Staff will evaluate the request and provide a written response to the block party request. Applications can be emailed to info@lakezurich.org or dropped off at Village Hall, 70 E. Main Street in downtown Lake Zurich.

The Public Works Division will deliver barricades that the resident will set up to close the street to traffic. Barricades will be delivered one (1) or two (2) days prior to the party to the requesting address. They will be left by the end of the driveway. Following the party the barricades should be left at the same driveway they were dropped off at so Public Works can retrieve them, usually the Monday after the party. Residents may also add brightly decorated garbage cans, wood horses, or other moveable materials that are highly visible to motorists. Under no circumstances are vehicles to be used in blocking off a street.

It is preferable that block parties be limited to day-light hours. Supplies, equipment, eating areas, games or other obstructions are to be placed so one full traffic lane is available and unobstructed in case an emergency response is needed. No immovable objects may be placed in the roadway.

Since you are blocking off the entire street, every resident living on the block should be invited and encouraged to come out and join their neighbors. Accommodations should be made for any resident within the blocked-off areas to get to and from their home if they desire. It is the applicant's responsibility to ensure neighbors are notified of the requested block party.

In case of rain, the block party may be rescheduled for another date. You may schedule a rain date when submitting the original request, or call the Village Manager's Office at 847-540-1684 (M-F 8:00 – 4:30) to reschedule.

A signed letter of approval for a block party request will be granted provided no other major projects are going on during the time requested, such as a community event or construction project. Block party requests may be denied if the location or number of closed streets on a given date presents a public safety hazard. Requests are approved on a first-come, first-served basis.

Do I Have to Pay for a Block Party?

There is no standard or flat fee for a block party permit. Block parties are one of those things that help make a community feel like home and the Village wants to encourage the practice of family-friendly, safe block parties. To keep the costs associated with block parties as minimal as possible, a standard block party service request of four barricades (two for each end of the street) will be provided and picked up at no cost. The Village does not seek to profit on block party fees.

What about Noise and Alcohol?

A signed block party approval letter does not offer immunity from the Village of Lake Zurich's ordinances, including the noise ordinance. Police officers will respond to complaints about a loud block party in the same way as they respond to other noise complaints. There is no such thing as a noise permit or a waiver from the noise ordinance and we request block parties are over by 9:00 pm to avoid becoming a public nuisance to the peace.

Also, the law prohibits open containers of alcohol on public streets, except in a Village sanctioned and approved outdoor event. The law also prohibits alcoholic consumption for anybody under the age of 21. Block party permits do not exempt anyone from this law. You can serve alcohol as long as it remains a private function, remains on private property and you do not charge a fee. Please observe the law while you have a good time.

We at the Village of Lake Zurich hope that you have a safe, fun and successful block party.

The Block Party Checklist

Party Consideration	Date	Checked Off
Committees with names and phone numbers	_____	_____
Flyers with all correct information	_____	_____
Block party approval letter	_____	_____
Food	_____	_____
Beverages	_____	_____
Donations	_____	_____
Activities	_____	_____
Set up	_____	_____
Clean up	_____	_____
Trash / Recycling	_____	_____
Grills	_____	_____
Safety issues	_____	_____
Music	_____	_____
Restroom arrangements	_____	_____

BLOCK PARTY REQUEST APPLICATION

Location to be Block Off: _____

Date Application
Received:

Staff:

Estimated Attendance: _____

Date of Block Party: _____

Start Time: _____

End Time: _____

Rain Date of Block Party: _____

Start Time: _____

End Time: _____

*Do you want a free fire truck or police squad car to stop by as a fun courtesy visit?

Fire Truck Squad Car

Requested time for courtesy visit: _____

Primary Contact Person

Name: _____

Address: _____

Home Telephone: _____

Cell Phone: _____

E-mail: _____

Alternate Contact Person

Name: _____

Address: _____

Home Telephone: _____

Cell Phone: _____

E-mail: _____

*Please note the Police and Fire Departments are happy to send a fire truck or police car to a block party for free as part of an ongoing effort to promote public safety and provide safety tips to residents. This free public relations service is available only for block parties and is subject to personnel availability.

SPECIAL EVENT HOLD HARMLESS AGREEMENT

(To be completed by applicant)

In consideration of the Village of Lake Zurich (“Village”) granting a Special Event Permit for the purpose of _____, organized by _____ (“Applicant”), to allow the _____ (“Event”), schedule to occur on _____, between the hours of _____ a.m. / p.m. and _____ a.m. / p.m. at _____ (“Location”), and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Applicant hereby agrees as follows.

Waiver and Release of Claims for Injury

The Applicant shall, and does hereby, waive, release, and relinquish all claims of every kind, known and unknown, present and future, that the Applicant may have against the Village and its officers, agents, servants, and employees, arising out of, connected with or in any way related to the Event or the Applicant's participation therein or operation thereof, or as a result of the condition, maintenance, and use of the public property involved in the Event.

Indemnity and Defense

The Applicant shall, and does hereby, indemnify, hold harmless, and defend the Village and its officers, agents, servants, and employees, from and against any and all claims of every kind, known and unknown, present and future, that the Applicant may have arising out of connection with, or in any way related to the Event or the Applicant's participation therein or operation thereof, or as a result of the condition, maintenance, and use of the public property involved in the Event.

Dated this _____ day of _____, 20 _____.
(Handwritten signature)

Applicant Signature

Applicant Name (printed)