

APPENDIX A

VILLAGE OF



KENILWORTH, ILLINOIS

GUIDELINES TO A SUCCESSFUL BLOCK PARTY

The Block Party Request form must be completed and submitted to the Village Manager at least fourteen (14) days prior to the scheduled event. The Village Manager and Staff will evaluate the request, providing a written response within ten (10) working days, but no less than seven (7) days prior to the date of the event. The Block Party Request should, at a minimum, contain the following information:

1. The location of the block to be closed.
2. The date and times the block is scheduled to be closed.
3. Name, address and cellular telephone number of the primary contact person and an alternate who both will be available to be contacted during the party in case of an emergency.
4. Any other extenuating circumstances.

The Public Works Department will deliver barricades that the resident will set-up to close the street to traffic. 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. A block party may not begin prior to 8:00AM or continue later than 10:00PM.

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 area to get to and from their home, if they so desire.

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 Office at 847-251-1600 (M-F 8:30-5:00) to reschedule.

Approval of 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 Public Works 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. We at the Village of Kenilworth hope that you have a safe, fun and successful block party.

(Please complete the request form on the backside of this page)

BLOCK PARTY REQUEST FORM

Block Party Location: _____

Date of Block Party: _____

Start Time: _____ End Time: _____

Date Request Submitted: _____

Primary Contact Person:

Name:

Address:

Home Telephone:

Cellular Phone:

E-mail:

Alternate Contact Person:

Name:

Address:

Home Telephone:

Cellular Phone:

E-mail:

Any other extenuating circumstances: