



Request for Block Party & Guidelines

City of Berwyn
Thomas J. Pavlik, City Clerk

tpavlik@ci.berwyn.il.us
lguerrier@ci.berwyn.il.us

Dear Berwyn Resident:

Block parties are a great way to meet your neighbors but most of all, fun! Everything you should need to have a successful block party is in this packet.

This packet contains the City's ordinances, petition and an application.

As you plan to have a block party, please keep the following guidelines in mind. PERMISSION TO HOLD A BLOCK PARTY WILL BE APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

- No person shall conduct a block party without first obtaining a permit, in writing, from the city.
- Turn in application and petition no later than 30 days prior to the proposed date for a block party.
- A petition must be signed by no fewer than 50% of the property owners residing within the designed location.
- Written statement by the block organizers identifying their name, addresses and phone numbers, the persons responsible for the event and an agreement that all provisions will be complied.
- All persons within the affected block must have been notified by the applicant.
- Upon receipt, final decision will be made by Council members at the next available meeting.
- Parties may start as early as 8:00 am. and must cease by 9:00 pm.
- Live bands, DJ and/or reproduce sound must be at a reasonable level, not to disturb other neighbors.
- The City of Berwyn's city code does not authorize the issuance of permits for loudspeakers and other related amplification equipment for block parties.
- Due to public safety and traffic conditions, no block parties will be approved on main streets or streets surrounding public safety building such as the fire and police departments.
- Use only removable barricades provided by the City's Public Works Department.
- Applicant accepts responsibility for the placement and removal of the barricades and agrees to protect them from damage and vandalism.
- In the case of an emergency, be sure all tables and objects do not project more than six feet from the curb.
- Provide adequate supervision for all children.
- Activities not otherwise legally authorized by state or local laws are prohibited, including, but not limited to, fireworks display.
- Applicant accepts responsibility for the activities to be conducted throughout the term of this permit and agrees to clear the area of any refuse or debris which may result from the activities.
- Block Party applications are considered public information and may be distributed upon request under the Freedom of Information Act with the applicant's address and phone number deleted.

From time to time, the number of block parties on any given weekend may be limited due to other commitments. Determination will be made on a first come, first serve basis. We regret any inconvenience this may cause.

Thank you for this opportunity to create a stronger community within Berwyn. Best wishes for good weather and an enjoyable day for all.

*****PLEASE RETURN 4 WEEKS PRIOR TO DATE REQUESTED*****



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§ 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 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)

§ 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. Inflatable swimming pools are expressly excluded from this section.

(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)



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Date: _____

Mayor Lovero & Members of the Berwyn City Council

Re: Block Party located at _____ block of _____

Honorable Mayor Lovero & Members of City Council:

Attached, please find a petition for a block party on the _____ block of _____. The residents request permission to hold the event on the _____ with a rain date of _____. We are aware of the ordinance regarding block parties and will abide by all of them.

The Berwyn Police Department believes in building strong partnerships within the neighborhood. An Officer or McGruff can briefly visit the block party and distribute some information about the Police Department. If available, we would you like to have an Officer/McGruff stop at our block party? YES () or NO ()

Block parties provides an opportunity for us to get to know the Fire Department as well as the opportunity for the Fire Department to get to know the residents, as it promotes fire safety education. Berwyn's Fire and Safety Services would be glad to provide a fire engine to visit the block party, if available. If available, we would like to have the Fire Department visit our block party? YES () or NO ()

Thank you for your consideration.

Yours truly,

Print Name: _____

Address: _____

Phone: _____ E-Mail _____

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