



Block Party Application & Guidelines

Village of River Forest
400 Park Ave.
River Forest, IL 60305
708.366.8500
708.366.3702 (Fax)

Dear River Forest Resident:

Block parties are a great way to meet your neighbors, discover shared interests and, of course, have fun! Everything you need to have a successful block party in River Forest is contained in this packet.

As you plan your block party, please keep the following regulations in mind:

- ✓ Party set-up may start at 10 a.m., and streets must be reopened by 10 p.m. Noise levels must not disturb residents at any time.
- ✓ So that emergency vehicles can have passage, be sure all tables, chairs and other items placed on the street do not project more than six feet from the curb. A good guideline is to keep within the area next to the curb that is used for parking.
- ✓ Provide adequate supervision of children at all times.
- ✓ Do not stretch wires, ropes, nets, lights, banners and other items across the street. These could prevent access by emergency vehicles.
- ✓ Use only removable barricades provided by the Village to block the street. **Do not use a parked car as a barricade.** Alleys may not to be barricaded or used for parties.
- ✓ Do not obstruct public sidewalk or public way with barricades, ropes or other objects.
- ✓ Alcohol is only to be consumed on private property and may not be sold during the block party.

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

The Village of River Forest reserves the right to immediately revoke a block party permit and terminate the gathering at any time if the guidelines and Village Code are not followed by all participants.

In response to an initial complaint, the River Forest Police Department will send personnel to attempt to gain compliance by contacting the block party contact person on the permit. If officers cannot gain compliance, the permit will be immediately be revoked and the party will be terminated.

All block party participants must also closely adhere to the COVID related mitigation steps listed in the application packet.

Frequently Asked Questions

Q: When can I have my block party?

A: Block parties are held year-round. However, your party must be approved by the Village to ensure there is no conflict with other street projects. One or two parties may be held on a block each year, but not on consecutive days.

Q: What are the first steps to getting a block party approved?

A: Submit a block party application to the Village.

Application must be sent or emailed to:

River Forest Village Hall
400 Park Ave. River Forest, IL
Email: mgrill@vrf.us
Phone: 708.366.8500

The application must be received **TWO WEEKS** prior to the requested block party date. Once you receive approval for your block party, you must notify ALL block residents of the date and time of the event.



Q: How will I know my party received approval?

A: You will receive an e-mail or phone call confirming your requested block party.

Q: Who will provide the barricades for my party?

A: The Public Works Department will deliver the necessary barricades and pick them up from your contact person, unless otherwise specified. Placement of the barricades and their removal is the responsibility of block members. Barricades will be delivered to the contact person on the Friday preceding the block party and will be picked up on the Monday following the block party. If barricades do not arrive by 12:30 p.m. on the Friday before your block party, please call 708.366.8500. If any barricades are missing after the party, please be considerate of persons who have side driveways, and do not impede their property access.

Q: What is the cost for having a block party?

A: The Village does not charge a fee to host a block party.

Q: Where can I find more information on having a block party?

A: For more information on hosting a block party e-mail mgrill@vrf.us or call 708.714.3542. Visit: www.vrf.us/BlockParty



VILLAGE OF RIVER FOREST
BLOCK PARTY PERMIT
400 Park Avenue, River Forest, Illinois 60305
Phone: 708-366-8500 Fax: 708-366-3702

Must Be Submitted 2 Weeks Before Requested Date of Party

Name: _____

Street Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

We want to GO GREEN!

Our Block would like to have a "Green Block Party!" Click here to learn more about Green Block Parties. Yes No

Our Block would like a Parkway for Pollinators garden. Yes No

Block Party Details

Date of Party: _____

Rain Date: _____

Street Name to be Closed: _____

From House Number: _____ to House Number: _____

Time Block(s) to be Closed: _____

Please do not set-up before 10:00 a.m. Streets must be re-opened by 10:00 p.m.

Special Requests for Barricades

Emergency vehicles must be able to access the street. Barricades cannot be taped or otherwise tied together. Vehicles may not be used as barricades.

By signing this document you agree to the notification of residents on the block affected by this party, observance of the Village noise ordinance (Title 6 Section 7 of the Village Code) and barricade terms as noted on this application

SIGNED _____ DATE _____

OFFICE USE ONLY

FD: _____ PD: _____ PW: _____

Special Instructions:

Empty box for special instructions

Notification of Permission: _____

Email: _____ Phone: _____

of Extra Barricades & Placement:

Empty box for extra barricades and placement



COVID-19 Guidelines and Compliance Certification

- Adhere to the current phase of the Restore Illinois Plan: coronavirus.illinois.gov
- Maintain six feet of separation with those outside of your household.
- Wear face coverings within Centers for Disease Control and Prevention (CDC) guidelines.
- Set up tables and chairs at least six (6) feet apart. Participants of the same household should sit together.
- Make hand sanitizer with at least 60% alcohol content available for their family's use during the block party. The use of temporary hand-washing stations with soap and water is encouraged.
- Avoid sharing tables, chairs, utensils, condiments, grills, etc.
- Regularly disinfect frequently touched surfaces using guidance from the Centers for Disease Control and Prevention (CDC);
- Avoid sharing food and beverages with individuals who are not from the same household. Self-service of shared foods, including hot bars, cold bars, and buffets are discouraged.
- Avoid playing games that do not allow for social distancing and consider no-contact games. Use hand sanitizer before and after playing games with shared equipment.
- All neighbors on the affected block will be notified upon application submission to the Village of River Forest.
- Petting zoos, bounce houses and other similar inflatables are not permitted. Requests for visits by Village personnel (e.g. Police and Fire) will be accommodated once Illinois reaches Phase 5 of the Restore Illinois Plan.
- All guidelines are subject to change based on virus conditions and mitigation orders issued by the CDC and State of Illinois.

My signature below, certifies that I have read this document in its entirety and fully understand its contents. Furthermore, as the Block Party Applicant/Organizer, I agree that all COVID-19 guidelines included on this form (Including the restrictions of the current phase of the Restore Illinois Plan) will be followed at all times during the event. I agree to share these guidelines with neighbors in advance of the Block Party. I also understand that the Block Party Permit may be revoked at any time by village staff for failure to adhere to the guidelines listed on this page.

Printed Name of Applicant: _____

Signature of Applicant: _____ Date _____



SORT IT OUT WASTE STATIONS Block Party / Special Event Loan Program

Date of Event _____ Number of Stations Requested _____

Name _____

Address _____

Cell _____ Home _____

Email _____

Compost and recyclables collected through the Sort It Out program can easily be disposed of through the Village Residential Curbside Compost and weekly recycling pick up. **Stations are available on a first-come, first-serve basis.**

Please submit this form at least 5 days in advance of your requested date.

Stations consist of 3 metal frames and 3 plastic covers with instructions. Village Public Works personnel will drop off the stations on the resident's porch or near the back door. Please wipe the inside and outside of the covers after use, as a courtesy to the next user.

Stations used for block parties are to be placed on the resident's porch or near the back door ready for pick up on the date the barricades are scheduled to be picked up by Public Works. Stations used for special events are to be returned to Village Hall (front desk) on the first weekday after the event has taken place.

These stations have been obtained through a grant and your neighbors' volunteer hours. In the event the Stations are not returned or are returned damaged, a fee of up to \$249 per station will be issued to cover the cost of repairing or replacing each missing/damaged station.

By signing this form, you agree to the terms of this program.

Signature _____

For Village Use Only	
Number of stations _____	
Date delivered/picked up _____	Date returned _____
Missing / Damage Fee (if applicable) _____	

Block Roster

Fill in each space with house number, family name and home telephone number. This roster is for your convenience in meeting your neighbors prior to the block party. It does not need to be returned to the Village. Once completed, make copies for everyone on the block. ***Make copies of this page as necessary. This page does not need to be returned to the Village.***

Street Name _____

House Number _____ Family Name & Children (names & ages) _____

Phone Number _____ E-mail Address _____

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