

NORTH RIVERSIDE BLOCK PARTY **GUIDELINES AND REQUIREMENTS**

1. Block parties may be held between the hours of 12pm to 11pm. *Streets cannot be blocked off earlier than 12pm and must be reopened immediately after the block party, but no later than 11:30pm to allow for clean up.*
2. Block parties may be held on a Saturday or Sunday and cannot occur on a holiday, with the exception of Memorial Day and Labor Day.
3. Streets that carry significant traffic volumes will not be considered.
4. Requests will be processed in the order they are received and must be received at least 10 days prior to the desired party date. *No more than four block party requests in total will be approved for the same day.*
5. All residents living on the street where the party is going to take place must be invited and at least 50% of the residents must be in support of the block party.
6. Every block party must have one block party representative who is designated as the village's main contact and is responsible for organizing the party, applying for and obtaining the required village approvals, inviting all residents of the neighborhood and organizing clean-up efforts afterwards.
 - If a complaint is received, the North Riverside Police Department will notify the block party representative and issue a warning.
 - If a second complaint is received and verified by the North Riverside Police Department, the block party will be required to disband.
7. The Village will provide barricades and PW will automatically them drop off on the parkway the Friday before to the scheduled party and pick them up the following Monday.
8. Bounce houses and other novelties, if used, must be specified on the application and located on private property. These activities will be the sole responsibility of the property owner.
9. All extension cords and power supplies need to be secured and protected in order to prevent trips and falls.
10. Block parties cannot block off an entire intersection. Vehicle traffic must be allowed to travel on cross streets. Only village barricades can be used to block off the street – no vehicles, ropes or other objects.
11. No tents, stages or other semi-permanent structures can be erected on public streets.
12. Live entertainment or DJs must be specified and conclude by 11pm
13. No open fire pits are permitted on public right of ways or fireworks are allowed.
14. No animals, pony rides, or petting zoos are permitted.
15. Do not hang banners, signs, lights or decorations on barricades or across the street.
16. Alcohol may not be sold during a block party.



BLOCK PARTY REQUEST FORM

Please email the completed form to administration@northriverside-il.org for review and approval. Village approval will be emailed back no later than 5 business days of the request date.

Requests must be submitted at least 10 business days prior to event date.

APPLICANT INFORMATION

Applicant Name:

Cell Phone:

Address:

E-Mail:

EVENT DETAILS

Event Date: _____ Event Time: from _____ am/pm to _____ am/pm

Rain Date: _____ Event Time: from _____ am/pm to _____ am/pm

Street to be closed: _____, from _____ to _____

Indicate Whether the Following will be Present- Check Yes or No

Bounce House Yes No DJ Yes No Police Squad Yes No

Waterslide Yes No Band Yes No K-9 Unit Yes No

Other: _____ Yes No Other: _____ Yes No Fire Truck Yes No

Time Request: _____ am/pm

EMERGENCY AND VILLAGE CODE COMPLIANCE

It is the responsibility of the undersigned to assure that a clear traffic flow is maintained at all times between barricades. Nothing can be placed on the street to impede traffic in the event of an emergency. Fire hydrants are to be accessible at all times and there needs to be maintained a fifteen (15) foot clearance on either side of the hydrant. In the event of a FIRE, MEDICAL or POLICE EMERGENCY, barricades are to be removed and spectators must keep a safe distance to avoid interference with emergency staff or procedures. The North Riverside Police and Fire Departments will be held harmless to any damage to private property caused by an obstructed entrance or exit, or obstruction of duties. Compliance with all applicable Village Codes is required.

ASSUMPTION OF LIABILITY AND INDEMNIFICATION

If the block party request is approved, participants shall assume full responsibility for compliance with all conditions, fees, or any cost associated with damage to Village property, cleanup by Village crews, or any other additional Village expense caused by this event.

The block party participants shall be strictly liable for the acts of its agents, volunteers, officers, employees and families, and shall indemnify and hold harmless the Village of North Riverside, its officers, agents and employees from any claim, suit or liability whatsoever including, but not limited to, any court costs or reasonable attorney's fees arising out of or in any way connected with any acts or omissions of the block party participants, its agents, volunteers, officers, employees and families, or of the block party.

APPLICANT SIGNATURE

DATE