

2023

Block Party Application





City of Rockford, Illinois

Public Works Department

City Hall, 6th Floor

425 East State Street, Rockford, IL 61104

Phone: 779-348-7174 Fax: (815) 967-7058

Web: www.rockfordil.gov



BLOCK PARTY APPLICATION

1. A block party cannot be held for PRIVATE PURPOSES such as family events, birthdays, graduations, going away parties or other private parties.
2. The application must be submitted at least **4 weeks prior to your event** and must include a map or drawing of the exact location you wish to block off for your event. **Block party coordinator MUST** obtain approval of all residents and businesses within the blocked area via the attached petition.
3. **Applicant** must obtain their Alderman's approval for the block party prior to submitting the application to the City of Rockford Public Works Department.
4. The applicant must state who the responsible person for the event is. If there are issues with the event, this will be the person who will be held accountable and may be subject to any tickets/fines due to rowdiness, excessive noise or illegal drinking.
5. All applicants will be reviewed by the City of Rockford Public Works Department, Police, and Fire Department.
6. All neighbors must be invited.
7. No admission fee may be charged.
8. Alcoholic beverages may not be sold or consumed on the street, sidewalk or city parking lots.
9. Staked tents are not allowed in the roadway or in city parking lots.
10. **A 15-foot fire lane must be included on the map submitted with application.**
11. The application must provide a contact name and specific address to where the metal barricade legs shall be dropped off. The organizer(s) will be responsible for placing the barricades before the party and removing them at the end as well as keeping them in good condition. If the barricades are found in disrepair the responsible person in charge will be held accountable for the cost of replacement.
12. **All events must end by 10:00pm in accordance with the noise ordinance.**

The City of Rockford reserves the right to deny any application for an event that is not for public or neighborhood purposes, if neighbors have not been included and notified or if non-compliance issues occurred in previous years. A block party permit may be revoked and streets opened if there is an emergency or conditions are violated-including hours, alcohol consumption or excessive noise or crowd.

* There is \$35 fee for the block party/barricades, but the organizer is responsible for cleanup. Barricades will be dropped off by 3pm on the Friday prior to your party (unless held on a weekday) by City of Rockford Street Division. Pick up will usually be on the following Monday during daytime hours.

Each neighborhood group is allowed a maximum of 2 block parties per year.

I have read, and agree with the conditions stated above

Please return to:

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425 East State Street, Rockford, IL 61104

or email CORspecialevents@rockfordIL.gov



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INFORMATION

YOU MUST RECEIVE APPROVAL FROM THE ALDERMAN OF WARD *IN WHICH THE BLOCK PARTY WILL TAKE PLACE* BEFORE SUBMITTING YOUR APPLICATION.

(WRITTEN OR VERBAL APPROVAL IS ACCEPTED)

ADDRESS OF BLOCK PARTY: _____

DATE OF EVENT: _____

ALDERMAN (Signature): _____

WARD: _____

WARD 1 - TIM DURKEE

tim.durkee@rockfordil.gov

WARD 2 - JONATHAN LOGEMANN

jonathan.logemann@rockfordil.gov

WARD 3 - CHAD TUNEBERG

chad.tuneberg@rockfordil.gov

WARD 4 - KEVIN FROST

kevin.frost@rockfordil.gov

WARD 5 - GABRIELLE TORINA

gabrielle.torina@rockfordil.gov

WARD 6 - APREL PRUNTY

aprel.prunty@rockfordil.gov

WARD 7 - JANESSA WILKINS

janessa.wilkins@rockfordil.gov

WARD 8 - KAREN HOFFMAN

karen.hoffman@rockfordil.gov

WARD 9 - BILL ROSE

bill.rose@rockfordil.gov

WARD 10- FRANK BEACH

franklin.beach@rockfordil.gov

WARD 11 -TUFFY QUINONEZ

tuffy.quinonez@rockfordil.gov

WARD 12 -GINA MEEKS

gina.meeks@rockfordil.gov

WARD 13 -LINDA MCNEELY

linda.mcneely@rockfordil.gov

WARD 14 -MARK BONNE

mark.bonne@rockfordil.gov



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GENERAL INFORMATION

Please submit this application **at least four weeks prior** to your planned date so that it may be processed in sufficient time. The organizer or responsible party in charge will be responsible for cleanup and may be held accountable for any and all complaints or damage to barricades.

Name of Block Party Organizer and/or Association: _____

Phone Number: _____ E-Mail: _____

Location of Block Party: _____

Date: _____ Hours: From: _____ To: _____

You must provide the name and phone number of two contacts during the event

Contact #2 name: _____

Phone Number: _____ E-Mail: _____

Estimated Attendance: _____ Last Year's Attendance: _____

Reason for Block Party: (BBQ, Holiday Party, Neighborhood Event, etc.) _____

Streets to be closed: From: _____ To: _____

Drop off address for metal legs (cannot be placed with barricades due to theft): _____

Contact name & phone number if different from above: _____

Are you hiring a food truck for your block party? Yes No

If yes to above, name of food truck. _____, and fire inspection date _____

*Mobile Food trucks are required to pass an annual fire inspection. Call Rockford Fire at (779)348-7172 to schedule

*Any food vendor selling good must be in compliance with Finance - Local Sales Tax Section. Please contact localsalestax@rockfordil.gov or (779)348-7165 for additional information regarding this.

Applicant Signature: _____

Date: _____

ALDERMAN APPROVAL

Yes

No

Return applications to: City of Rockford, 425 East State St, PW Engineering 6th Floor, Rockford, IL 61104
or email corspecialevents@rockfordil.gov



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Site Map

Block Party Location: Please draw map of streets/area to be closed, including location of all special activities, (i.e. tents, barbecues, chairs, cross streets, etc.), and **please don't forget to include the 15-foot fire lane.** Staked tents are not allowed.

PD Approval: Yes No

FD approval: Yes No

PW Approval: Yes No

Comments:

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RESIDENTS BLOCK PARTY PETITIONS

The following is a list of residents who are affected by this party:

Do you support this block party?

Name and Address:

Yes **No**

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