

# BLOCK PARTY/STREET CLOSURE REQUEST FORM

Please mail or fax this completed form to the address below no later than two weeks before your scheduled event.

**Date of request:**

**Date of Event/Closure:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **Expected End Time:** \_\_\_\_\_

**Rain Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **Expected End Time:** \_\_\_\_\_

**Describe event request:**

\_\_\_\_\_

**Street to be closed:**

Describe street or portion of street you wish to close (Intersection to Intersection):

\_\_\_\_\_

\_\_\_\_\_

**Primary Contact Person:** \_\_\_\_\_ **Age/DOB:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**Alternate Contact Person:** \_\_\_\_\_ **Age/DOB:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**Event Specifics**

Expected Number of People: \_\_\_\_\_ Average Age \_\_\_\_\_

Live/Recorded Music: Yes No Describe: \_\_\_\_\_

Alcohol served: Yes No Describe: \_\_\_\_\_

**Public Works Requests**

Barricades Yes No How many: \_\_\_\_\_

**PLEASE NOTE: THE STREET MUST BE CLEARED WITHIN TWO MINUTES FOR ANY EMERGENCIES. THIS MEANS NO PERMANENT OBJECTS IN STREET DURING THE SCHEDULED EVENT.**

Please submit to: **Bradley Police Department**

Attn: **Michael T. Johnston**

147 S. Michigan Ave.

Bradley, IL 60915

(815) 932-4040

(815) 932-8867 Fax

<b>Office Use Only</b>	
<b>Received by:</b> _____	
<b>Date:</b> _____	<b>Time:</b> _____
<b>Approvals PD</b> _____	<b>FD</b> _____ <b>DPW</b> _____
<b>Denied by:</b> _____	
<b>Reason:</b> _____	

**REQUEST FOR STREET CLOSURE/BLOCK PARTY/SPECIAL EVENTS**  
**PRODEDURES/GUIDELINES**

1. File application with Bradley Police Department, at least two (2) weeks prior to event.
2. Must have approval signatures of all residents and businesses affected by closure. (attach separate page)
3. No inflatables, bounce houses, vendors, etc. permitted on village property.
4. If music (live/recorded) is provided, **must** conclude no later than 10:00 P.M.
5. No Alcoholic beverages consumed on village streets without a Certificate of Insurance and/or a Special Event Liquor License. (*License fee required*)
6. No fire pits, barrels or other burning permitted on village property.
7. No alteration of village property (tent holes, etc.)
8. Street must be cleaned of debris/garbage after event.
9. Barricades provided by Bradley DPW must be picked up and returned by person requesting closure between 8:00 a.m.-3:00 p.m., Monday-Friday, excluding holidays at: 210 E. Broadway.
10. It is the responsibility of person(s) requesting street closure for the set-up and removal of barricades. Streets will not be closed after 11:00 p.m. unless approved in writing by the Chief of Police.

Approval of street closure will be granted by the Chief of Police, unless special permits require Village Board approval.

The Chief of Police will contact other Village Departments regarding closure.

Any violation of the terms of the closure/permit, will result in immediate termination of street closure by the Bradley Police Department.

By signing below, the applicant acknowledges and accepts all responsibility for following the above stated guidelines and confirms the accuracy of the information they have provided at time of application.

Sign \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_