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

Office Use Only
Received by: _______________________
Date: ___________ Time: ___________
Approvals PD______ FD______ DPW____
Denied by: _________________________
Reason: ____________________________
REQUEST FOR STREET CLOSURE/BLOCK PARTY/SPECIAL EVENTS
PROCEDURES/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