

Village of Lake Bluff, Illinois

Residential Block Party Application

General Information

This form is a shortened version of the Village's special event application that can be used by people who wish to use streets and other Village public property for small residential events such as block parties. Complete and sign the following form and submit it, with attachments:

- Via U.S. mail or delivery to Lake Bluff Village Hall, 40 E. Center Ave. Lake Bluff, IL 60044
- By e-mailing a complete, signed, and legible copy to vlb@lakebluff.org.

You must apply at least one week in advance of your event. You do not need to complete this form to host events on property controlled by the Lake Bluff Park District, such as the shelters at Artesian Park or Sunrise Beach.

You may not use this form and must submit the [full version](#) of the Village's special event application if any of the following are true:

- The event is proposed to occur in a commercial or industrial area.
- The applicant is not a resident within or adjacent to the location of the event.
- The applicant is not a natural person (i.e. you are applying on behalf of a corporation or not-for-profit).
- Any food or liquor vendors will be engaging in sales at your event.
- You expect more than 50 people to attend your event.

Please know that the following conditions will apply to your event:

- No charge applies for this permit.
- Barricades for any necessary street closures will be delivered to your residence during business hours prior to your event, and will be collected during business hours after your event. You must return the barricades to the place they were delivered.
- The street must remain unobstructed for emergency traffic. Vehicles and objects must not be used in addition to the barricades.
- Amplified sound equipment may not be used unless approved as part of your application. Any use of amplified sound equipment must cease no later than 10 p.m.
- You must collect any trash or other items that may be left on the street or parkway following the event.
- The Village reserves the right to hold the event coordinator liable for any damage to public property.



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Internal Use Only
Received: _____
Due : _____

Event Name and Location: _____

Purpose / Description of Event (e.g. "Neighborhood Block Party"): _____

Expected Attendance: _____

Event Date(s): _____

How many people will be facilitating your event? _____

Setup Start Time: _____ Event Start: _____ Event End: _____ Tear Down End: _____

	Applicant	Event Manager / Primary Contact
Name:	_____	_____
Address:	_____	_____
	_____	_____
Phone:	_____	_____
E-mail:	_____	_____

<i>Some of the following may apply to your special event. Check all that apply and complete or attach any additional information required.</i>	
<input checked="" type="checkbox"/> Overflow Plans (Required)	Describe what measures you will take if more attendees appear than anticipated: _____ _____ _____ _____
<input checked="" type="checkbox"/> Traffic Plan (Required)	<u>Attach</u> a traffic and pedestrian circulation plan. For example, the plan should include the parking areas for attendees and circulation routes for vehicles and pedestrians.
<input type="checkbox"/> Amplified Sound	If you intend to use speakers, amplifiers, microphones, or any other device that increases or amplifies sound, <u>attach</u> a description of the equipment proposed to be used and how and when it will be used.

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Conditions of Permit, Waiver of Liability, and Hold Harmless Agreement

By signing this Application, the Applicant hereby acknowledges and agrees as follows:

1. Conditions

The Applicant shall comply at all times with all requirements of federal, State, and local laws, regulations, and ordinances (“Requirements of Law”) while hosting the special event, and that any violation of a Requirement of Law may result in immediate and automatic revocation of a special event permit. It is further understood that the special event permit shall be void if the Applicant does not comply with all requirements specified by the Office of the Village.

2. Release From Liability

The Applicant agrees to waive and relinquish any and all claims it has, or may have at any time against the Village and its officials, employees, agents and volunteers, including claims related to death, injury, damage, or loss which the Applicant has or may have in connection with, or related to the special event or the issuance of any permit pursuant to this Application.

3. Indemnity & Defense

The Applicant further agrees to indemnify, hold harmless, and, at the Village’s option, defend the Village of Lake Bluff, its officers, agents, and employees from any and all claims from injuries, including death, damages and costs, including, without limitation, attorneys’ fees, arising out of, connected with, or in any way associated with the special event or the issuance of a permit pursuant to this Application.

Affidavit

I hereby affirm that all of the statements on this application and those in the attachments submitted herewith are true and complete under penalty of law.

Applicant: _____ **Date:** _____

Printed Name: _____