

CITY OF GALESBURG

Illinois, USA



2012

Block Party

Public Works
55 West Tompkins Street
Galesburg, IL 61401

Block Party Policy

APPLICATION: Applicants must be associated with a Neighborhood Watch group in order to complete this form. If your group is not a Neighborhood Watch group, please complete the Special Events Application.

Both applications are available at City Hall or by visiting www.ci.galesburg.il.us.

APPROVAL: The Police, Fire and Public Works Department will review block party applications. Once the application has been approved by these departments, the City Manager shall sign for final approval.

NOTICE: Applications must be submitted a minimum of two weeks prior to the proposed event.

SIGNED PETITION: Block Party Applications must include the petition signed by a resident of each property on the block being closed.

USE OF OFF STREET FACILITIES ENCOURAGED: The use of adjacent or nearby public and institutional areas such as parks, school grounds and church properties is encouraged. A street may not be closed and used for a Block Party unless all other areas are sought and found to be unavailable.

RESTRICTED STREETS: Street types are identified on the attached map. Block parties may not be held on any arterial or industrial street. Block parties may be held on collector streets *if no other possible location is available* and with additional traffic control items in place.

OTHER ITEMS: The City has a limited number of barricades and trash barrels for use at block parties. The City will provide, deliver and pick up these items on a first come- first serve basis.

A maximum of 15 sets of folding tables with chairs (seats 120 people) are available per approved block party.

WAIVER: Applicant is responsible for:

- Replacing damaged or stolen:
 - Barricades and trash barrels
 - Non collector streets is approximately \$450
 - Collector streets is approximately \$1,050
 - Tables and chairs
 - Approximate replacement value \$3,420
- Ensuring someone is present for the delivery of barricades, trash barrels, tables and chairs
- Emptying the trash barrels before pickup. The City will not pick up trash barrels unless they are empty.
- Coordinating the pickup of all equipment
- Ensuring someone is present for the pickup of barricades, trash barrels, tables and chairs

CITY OF GALESBURG

Operating Under Council - Manager Government Since 1957

Block Party Application

Please print clearly

Completed form
must be submitted
at least 2 weeks
prior to block
party.

Your group must be associated with Neighborhood Watch to complete this form. If your group is not a Neighborhood Watch group, please complete the Special Events Application.

Contact Person: _____
First Last

Mailing Address: _____
Street Address City State & Zip
Neighborhood
Watch Group _____

Phone: _____ e-mail: _____

Date of Block Party: _____ Start Time: _____ End Time: _____

Area requested to be closed off: (specifically - which street/alley from which street/alley and/or between which street/alley to which street/alley) Please note, streets labeled as Arterial streets are not available for block parties. Streets labeled as Collector streets may be available (see attached map and guidelines for more information):

Barricades requested: yes no

If yes, drop off address: _____

Tables requested: yes no

If yes, # sets needed: _____ max is 15 sets (1 set is a table with 8 chairs per table)

Delivery Date: _____ Date pick up barricades: _____

Date pick up tables: _____

Other City services requested: _____

Applicant does hereby promise and agree to indemnify and save harmless the City of Galesburg from any and all claims, demands, causes of action or judgments made by any person and arising in any manner from the granting of Block Party Agreement. **NOTE: The Police and/or Fire Departments reserve the authority to terminated the event if complaints are received, City ordinances are violated, OR if public safety or peace is compromised.** The applicant will be responsible for the replacement of damaged or stolen barricades, trash barrels, tables and chairs. The applicant is also responsible for coordinating the pickup of equipment after the event.

Barricade and trash barrels (trash barrels MUST be empty to be picked up) - 309/345-3621

Tables and chairs - 309/342-6151

IN WITNESS WHEREOF, said parties have executed this agreement on behalf of themselves, their heirs, personal representatives, successors and assigns as of the day and year first hereinbefore written.



Signature of Applicant Date

Questions? Please contact:
Public Works
309/345-3623

Completed applications shall be submitted to:
City Hall
55 West Tompkins Street
Galesburg, IL 61401

For Office Use Only:

Approved

Denied

Emailed

Faxed

The Applicant affirms to the City the persons whose signatures are included is evidence of their approval of the block party and are all of the persons residing in the area described (PLEASE PRINT):

Name	Address
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This form is available on the City's website at
www.ci.galesburg.il.us


Revised: 09/04/12


Street Designations



Designations

Arterial

 Collector

 Industrial

