



CITY OF CHICAGO
 Department of Transportation
 121 North La Salle Street, City Hall - Room #905
 Chicago, Illinois 60602
 Tel: 312-744-4652 Fax: 312-744-4627



DATA COLLECTION FORM FOR A PERMIT TO HOLD A BLOCK PARTY
(Recreational Street Closing)

Date of Application: _____ Ward: _____

Please note: A block party permit cannot be used to close any throughway of Federal Aid Urban Street, to close a street with a bus route, to close any street prior to 8:00 A.M. or past 10:00 P.M., to close any street for more than one (1) day in succession, or to close any street for commercial purposes.

Applicant Information:

Permit Issued to: _____

Address: _____ Telephone No.: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Emergency Contacts:

Name: _____

Address: _____ Telephone No.: _____

City: _____ State: _____ Zip Code: _____

Please answer the following questions:

Even Location (i.e., State Street from 1100 N. to 1199 N.) – request can only be one (1) block long (street intersection to street intersection).

Street: _____ From: _____ To: _____

Purpose: _____

What is the date of the event: _____ Start time: _____ End time: _____

For a block party to be approved and issued by the Chicago Department of Transportation the permit request must be entered by the Aldermanic Office in which the block party is taking place in the Service Request (CSR) system.

Entry of the request constitutes the Aldermanic request for a recreational street closing in accordance with the provisions of Section 9-12-040 of the Municipal Code of the City of Chicago.

Canine Unit Request Form

Block Party

Alderman James M. Gardiner

45th Ward

5425 W Lawrence Ave, Chicago, IL 60630

(773) 853-0799

Email: ward45@cityofchicago.org

Please fill this form out to request canine unit to be present at the event:

Requestor: _____

Event: _____

Date of Event: _____ Time of Event: _____

Location: _____

Mailing Address (if different): _____

Contact Person: _____

Contact Phone #: _____

Alternate Phone #: _____

Email: _____

Mounted Police Request Form

Block Party

Alderman James M. Gardiner

45th Ward

5425 W Lawrence Ave, Chicago, IL 60630

(773) 853-0799

Email: ward45@cityofchicago.org

Please fill this form out to request Mounted Unit to be present at the event:

Requestor: _____

Event: _____

Date of Event: _____ Time of Event: _____

Location: _____

Mailing Address (if different): _____

Contact Person: _____

Contact Phone #: _____

Alternate Phone #: _____

Email: _____



CHICAGO FIRE DEPARTMENT

Office of Special Events

3510 S. Michigan Ave., 2nd Flr.

Chicago, IL 60653

Email request to: Fire-specialevents@cityofchicago.org

ATTN: Deputy District Chief
Francisco Velez
Coordinator of Special Events

I am requesting a C.F.D. firehouse tour:

TYPE OF EVENT: _____

DATE: _____

TIME: _____

LOCATION: _____

CONTACT PERSON'S NAME: _____

CONTACT PERSON'S NUMBER: _____

*ALDERMANIC WARD: _____

* NOTE: ALDERMANIC WARD MUST BE COMPLETED

I/we understand all C.F.D. equipment is considered "in-service," meaning if an emergency occurs, it will take priority and the C.F.D. will respond to the incident.

The C.F.D. will NOT turn on fire hydrants or give rides.

Confirmations for block parties can no longer be provided. The C.F.D. will make every attempt to honor all Block Party or Special Event requests.

Requests MUST be submitted in a timely fashion at least 14 days prior to the tour. Failure to do so may result in the inability to schedule the tour.