

# VILLAGE OF HOFFMAN ESTATES

## BLOCK PARTY APPLICATION

**This section must be completed in full by event director/applicant.**

Date Submitted: _____	Event Sponsor: _____	
Date of Event: _____	Starting Time: _____	Ending Time: _____
<b><u>EVENT DIRECTOR/APPLICANT CONTACT INFORMATION</u></b>		
Name: _____ Home/Cell Phone: _____		
Address: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> <span>(street)</span> <span>(city)</span> <span>(zip code)</span> </div>		
E-Mail address _____ Signature: _____		
<b><u>EVENT INFORMATION</u></b>		
		Rain Date (if any): _____
Exact Location of Event (Be specific as to what street and/or part of street your party will be taking place): _____		
Estimated Number of Participants: _____		
Will Vehicular Traffic be Impeded?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Will barricades be required?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If you would like to have the Fire & Police Departments visit your block party, please indicate The approximate time you would prefer a visit. _____		
Where will barricades be placed? (Be specific) _____ _____		

**INFORMATION**

1. **The block party application form must be completed in full and submitted to the Village of Hoffman Estates for approval at least two weeks prior to the scheduled event.** Upon approval, you will be informed by mail or e-mail in a letter granting approval.
2. If barricades are needed for your event, you must contact the Village's Traffic Operations Supervisor, Jeremy Jahnke at 847-781-2708, **at least three days prior to your event.**
3. A petition sheet must accompany this application with the approval signatures for each residence that may be directly affected by this event.
4. This permit may be revoked for due cause or in the case of an emergency. All events shall be conducted in accordance with the Village Code and Special Events Policy of the Village of Hoffman Estates.

