



Village of Brookfield

Department of Public Works

BLOCK PARTY INSTRUCTIONS

The Village encourages residents to plan Block Parties. It is an excellent way to get to know your neighbors better.

To receive approval for a Block Party, a written request should be submitted to the Village. You may send it or drop it off at either the Village Hall or at Public Works. Please give the date of the party, and the block on which it is to be held. Also list a block party coordinator for the event, with that person's name, address and daytime/reachable phone number on the request.

A petition should be circulated to all who live on both sides of the block, as we will need a signed listing showing a majority of 51% of these residents, noting their approval of the event, participation or not and street closing. Please submit a table-style, or column style neatly typed document with typed names next to the addresses listed, with room for legible signatures. If there are residents on the block who do not sign the petition or are not in favor of the block party, please respectfully keep all activities away from their homes.

Also enclose a \$25 check, made out to the *Village of Brookfield* for the use of our barricades to block the street on the day of the event. You will then receive a written confirmation of the planned block party. This check will be returned to the event coordinator upon the Public Works crews picking up all undamaged barricades, after the block party.

Block parties may be held between 11:00 a.m. and 11:00 p.m., with all loud music ending at 10:30 p.m. Special attention must be given to ensure that no alcoholic beverages are served to minors. Also, there may be no amusement apparatuses on our Village street or parkway. Such amusement apparatuses or devices include bouncy houses, water slides, trampolines and like activity equipment. Lawn games, horse shoes, croquet and bean bags are certainly allowed.

Please be advised that we need **two weeks'** notice to get the block party request into the work scheduling system. Block parties are coordinated with other departments.

A "Rain Date" may be any of the weekend days that the original block party date is scheduled for. If there is a "Rain Date" more than 2 weeks away from original block party date requested, kindly resubmit your check and the petition document. It is not up to the Village to note any change of plans, as we have no means of keeping this information.

If there are any questions, please do not hesitate to call Public Works at 708-485-2540.