BLOCK PARTY APPLICATION FAQ

How do I find out information about Block Parties and submit an application?

- Information and applications can be found on the City Clerk Department's License & Permits webpage at https://www.bloomingtonil.gov/departments/city-clerk/license-permits.
- We have tablets available at the HUB (115 E. Washington St., Suite 103, Bloomington, IL 61701) for those who would like to apply in person.

What information or documents do I need at the time of submission of my application?

- When applying for a Block Party permit, the applicant must have the following information available:
    - Specific date(s) of the event;
    - Start and end* time(s);
    - Name of the Cross Streets; and
    - Exact street(s) to be closed.
      all Block Parties must end by sunset on the day of the event
- While not required, applicants are allowed to supply a "rain date" in the event their Block Party has to be cancelled due to weather.

NOTE that the application includes an agreement ensuring the person submitting the application understands their responsibility to follow all relevant rules and guidelines, and that they are financially responsible for any damage to City equipment (street closure barriers, etc.) that occurs through improper use or negligence.

What is the process once my application is submitted?

1. When an application is submitted, it is routed through an initial staff review to ensure all provided information is complete.
2. Once the initial review is complete, the application is routed for review to a City Engineer, who will review the submission and receive input from any applicable departments or organizations. Once the review is complete, a list of addresses that will be affected by the proposed street closure and a map of the street to be shut down that indicates where the provided barricades should be placed for the duration of the event will be generated.
3. The City Clerk Department will provide the applicant with the approved event map and list of addresses, which will act as an official petition. The applicant will be required to obtain signatures from 90% of the addresses on the provided list.
    a. Note that approval is contingent upon the completed petition being submitted.
4. When the petition is returned to the City Clerk Department, a secondary review will occur to ensure the document is complete.
5. If approved, the Event Organizer will be emailed an approval. Public Works will drop off barricades at the Event Organizer's property a few days before the event.
    a. It is the Event Organizer's responsibility to place the barricades at the designated locations per the map provided by the City's Traffic Engineer.
6. After the event, barricades will be picked up the next business day following the event.
    a. As outlined in the If the barricades are damaged the Event Organizer is liable for damages.

How do I return my completed petition to the City Clerk Department?

- After staff generates the petition, applicants will receive an email containing specific submission instructions for their completed petition.

What are the regulations for hosting a Block Party?

- Streets can only be blocked off at the approved intersections;
- Approved hours are from 12:00 p.m. (noon) to Sunset;
- All tables, chairs, and other items must be placed on one side of the street to leave a 15-foot-wide lane for emergency vehicles; and
- No electronic sound amplification systems are permitted*.

The City of Bloomington does not have a noise permit that will allow applicants to use these types of systems.

Can I have alcohol at my Block Party?

- No. Consumption or possession of alcohol in an open container is not permitted on public right of ways (sidewalks, parkways, etc.) and must be kept on private property.

What disqualifies my event from being considered a Block Party?

- If the street is a one-way street*;
- If a street has a traffic volume of 500 vehicles or greater per day;
- If any section of a street has a speed limit of 35 MPH or above;
- If a street is located on a B/N Public Transit Route (i.e., Connect Transit); or
- If the Event Organizer is unable to obtain 90% of the signatures on the provided petition form.

One-way streets require a Special Event Permit.

Information about the requirements and process of Special Event permits can be found at https://www.bloomingtonil.gov/departments/community-impact-enhancement/community-impact-division/special-events.