



# VILLAGE OF WINFIELD

Incorporated 1921

27W465 Jewell Road – Winfield, IL 60190  
Telephone: (630) 933-7100 – Fax (630) 665-1767  
<http://www.villageofwinfield.com>



## VILLAGE OF WINFIELD BLOCK PARTY PERMIT APPLICATION

Date of Application: \_\_\_\_\_

Applicant/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers Home: \_\_\_\_\_ Cell: \_\_\_\_\_

This application is a request for a permit from the Village of Winfield for the purpose of blocking off the following street for the intention of holding a block party on:

Date of Block Party: \_\_\_\_\_

Time party will begin: \_\_\_\_\_ End: \_\_\_\_\_

Street Name/Location: \_\_\_\_\_

(For example: Childs Street between Forest and Madison)

As Applicant/contact person, I agree to abide by the attached list of rules and regulations.

\*\*\*\*\*

*For Office Use Only:*

Date Application Rec'd: \_\_\_\_\_

Police Dept. Notified: \_\_\_\_\_ Fire Dept. Notified: \_\_\_\_\_

Public Works Notified: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date approved: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_

## Block Party Rules and Regulations

- Prior to applying for a Block Party Permit, the contact person shall notify, in writing, all residents living on the block of the date and time of the Block Party and obtain signatures and addresses for each resident on the block (form attached).
- Block Party Applications shall be submitted at least 7 business days prior to the requested event.
- Alcoholic beverages are not permitted on public property at any time.
- Food preparation, including cooking/grilling, is not permitted on public property at any time.
- All tables, chairs, activities, etc. are to be kept to one side of the street to allow emergency vehicle access.
- Barricades will be supplied by Public Works Department, dropped off to the contact person one business day prior to the date of the party. It is the contact person's responsibility to remove the barricades at dusk. Barricades will be picked up on the next business day following the party. Contact person will be responsible for any damage or loss of barricades.
- Bonfires and/or campfires would require a separate permit to be requested from the Village of Winfield 7 days prior to the event.
- Block party permit is valid only for the date and time requested on this application.
- Block parties are permitted unless the street closing involves a major arterial road.
- Attached us an information letter from the Winfield Fire Protection District regarding their program available for block parties. Please contact them to sign up for this program.

I have read and understand the above rules and regulations and agree to abide by them.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





# Winfield Fire Protection District

27W530 Highlake Road  
Winfield, IL 60190  
(630) 653-5050 - Phone  
(630) 653-6474 - Fax

Board of Trustees:

Phillip J. Saas  
George T. Kallas  
Gary L. Muehlfelt  
Roberta J. O'Leary  
William R. Thar

Phillip A. DiMenza  
Fire Chief/Administrator

Bryan J. Lewis  
Deputy Chief

Dear Block Party Permit Applicant:

This letter is to inform you of a program that is available to you through the Winfield Fire Protection District.

At your invitation, we will have an Engine and an Ambulance visit your block party.

We find that this program is a great way to meet you and your families, and affords us the opportunity to deliver our message of fire safety directly to the citizens of the District in their own neighborhoods. It also affords you the opportunity to meet members of the Fire Department and ask questions regarding the services we provide.

We do have some guidelines in order to make this program work.

1. You must have a Village or County Block Party permit.
2. Visits must be scheduled one week in advance with the Administrative Assistant Robin Youngberg or the Lieutenant on duty, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m.
3. Visits will be scheduled on Saturdays and Sundays between the hours of 1:00 p.m. and 5:00 p.m.
4. Visits will not be scheduled if they interfere with other District business.
5. Each visit will last approximately 30 minutes.
6. Children will not be allowed to climb on the apparatus. No rides on apparatus will be allowed.
7. Visits will be made by in-service companies. This means that they must respond to calls if needed. It also means that the companies may not come at all if they are committed to a previous emergency call.
8. Lights on the apparatus can be operated; however, the air horns and/or siren will not be sounded. This is so we do not disturb people in the area who are not involved in the party or scare small children who are at the party.

We, at the Winfield Fire Protection District, want you to have a great, SAFE summer and remember:

**TEST YOUR SMOKE DETECTORS AND PRACTICE YOUR FAMILY FIRE ESCAPE PLAN.**

See you at the Party!