



**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 thruway of Federal Aid Urban Street, to close a street with a bus route, to close any street prior to 8:00 am or past 10:00 pm, to close any street for more than (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:**

Event 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.



## CHICAGO FIRE DEPARTMENT

Special Events  
3510 South Michigan Avenue, 2<sup>nd</sup> Floor  
Chicago, Illinois 60653  
773-286-4545  
Ward45@cityofchicago.org

Attn: Chief Verdie P. Allen  
Coordinator of Special Events

I am requesting a C.F.D. fire truck or engine at the following event:

TYPE OF EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

\* ALDERMANIC WARD: \_\_\_\_\_

TIME: \_\_\_\_\_

CONTACT PERSON'S NAME: \_\_\_\_\_

CONTACT PERSON'S PHONE NUMBER: \_\_\_\_\_

**\* NOTE: ALDERMANIC WARD MUST BE COMPLETED.**

I/we understand all C.F.D. equipment is considered "in service" meaning that should an emergency situation occur, it will take priority and C/F.D. will respond to that incident.

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

Confirmation for block parties can no longer be provided. The C.F.D. will make every attempt to honor all Block Party and special event requests.

**MOUNTED POLICE REQUEST FORM**  
BLOCK PARTY

45th Ward Aldermanic Office  
4754 North Milwaukee Avenue  
Tel: 773-286-4545  
Ward45@cityofchicago.org

Requestor: \_\_\_\_\_

Organization: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Requested Start Time: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

Zip Code: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CANINE UNIT REQUEST FORM**  
BLOCK PARTY

45th Ward Aldermanic Office  
4754 North Milwaukee Avenue  
Tel: 773-286-4545  
Ward45@cityofchicago.org

Requestor: \_\_\_\_\_

Organization: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Requested Start Time: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

Zip Code: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_