



**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**

**Office of Special Events**  
**3510 S. Michigan Ave., 2<sup>nd</sup> Flr.**  
**Chicago, IL 60653**  
**Fax: 312-745-3679**  
**Fire-specialevents@cityofchicago.org**

**ATTN: Chief Curtis Hudson**  
**Coordinator of Special Events**

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

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

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

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

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

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

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

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

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

**I/we understand all C.F.D. equipment is considered "in-service," meaning if an emergency occurs, it will take priority and the C.F.D. will respond to the incident.**

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

**Confirmations for block parties can no longer be provided. The C.F.D. will make every attempt to honor all Block Party or Special Event requests.**

***Requests MUST be submitted in a timely fashion and failure to do so may result in the inability to secure a fire engine or truck.***

**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: \_\_\_\_\_