



**BENNETT R. LAWSON**

ALDERMAN, 44TH WARD  
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[44THWARD.ORG](http://44THWARD.ORG)

## CITY COUNCIL CITY OF CHICAGO

COUNCIL CHAMBER  
CITY HALL - 3RD FLOOR  
121 N. LASALLE ST.  
PHONE: 312-744-6845

## COMMITTEE MEMBERSHIPS

Zoning, Landmarks & Buildings Standards  
(Vice Chair)

Ethics & Government Oversight

Environmental Protection & Energy

Health & Human Relations

License & Consumer Protection

Pedestrian & Traffic Safety

Special Events, Cultural Affairs & Recreation

## 44th Ward Summer 2024 Block Party Package

Thank you for your interest in holding a block party this summer. Neighborhood block parties are a terrific way to strengthen our community through social interaction and enjoy Chicago during the summer. **Requests are filled on a first come first served basis.** Jumping Jack availability will be filled on a first come first served basis once the portal opens. Find more information here:

<https://www.chicago.gov/city/en/depts/dca/provdrs/marketsandneighborhoodprograms/svcs/svc1.html>

Block parties are typically not held when there are events at Wrigley Field (Cubs games, concerts, etc.) without prior approval. Exceptions will be on a case by case basis. Cubs schedule can be viewed here: [Chicago Cubs Schedule](#)

Enclosed you will find the following forms:

- Application for a permit to hold a block party
- Request for Chicago Fire Department presence (Fire truck for kids and guests to visit)
- Petition for first-time block parties (or blocks that have experienced frequent turnover)

If this is your first time applying for a Block Party or you have not held one in the past two years, I ask that you circulate a petition among your neighbors demonstrating support for the event. Addresses must be different and reflect coverage throughout the entire block and not have more than half the names from one address (multi-unit buildings). They will also not be issued for more than one (1) day in succession or to close any street for a commercial purpose.

All paperwork must be submitted no later than 30 days prior to the event. Please return completed applications to my office located at 3223 N. Sheffield, Suite A or email a scanned copy directly to [ward44@cityofchicago.org](mailto:ward44@cityofchicago.org). My office will forward the application to the Department of Transportation for approval and work with the Department of Streets and Sanitation to provide "No Parking" signs and barricades (if available). It is required that the block party organizers flier cars on the block in advance of the party to inform neighbors.

If you have any questions or concerns, please contact Esme Borrero or Zachary Rienecker in my 44th Ward Office at 773-525-6034 or via email, [Esmeralda.borrero@cityofchicago.org](mailto:Esmeralda.borrero@cityofchicago.org), [Zachary.Rienecker@cityofchicago.org](mailto:Zachary.Rienecker@cityofchicago.org).

Sincerely,

Bennett Lawson  
Alderman, 44<sup>th</sup> Ward

Block Parties are recreational street closures for residents to hold an annual event for their block. They are a fun way to create an atmosphere that welcomes old and new neighbors, strengthens the community and creates a bond for years to come. Permits are issued by the Department of Transportation. **Due to popular demand, we are limiting block parties to one per block per year. Exceptions will be handled on an individual basis.**

### Rules Regarding Block Party Permits Requests

1. Block parties are public events; **permits will not be issued for personal/private events. No exceptions.**
2. Streets cannot be blocked prior to 8 am and must be reopened by 10 pm.
3. Block Party Permits will not be issued on any Federal Aid Urban Streets (i.e., arterial streets) or on a bus route.
4. Block Party Permits will not be issued for more than one (1) day in succession or to close any street for a commercial purpose.
5. A block party permit will only be issued for a single block (intersection to intersection).
6. Access to any parking spaces controlled by meters or pay boxes must be accessible at all times.
7. The city does not provide street cleaning prior to the block party or after.
8. In addition to the rules listed above, Block Party Permit requests may be denied by the Department of Transportation for the following reasons:
  - Incomplete application (missing information)
  - Traffic control issues
  - Issues related to other permits issued in the vicinity of the event (i.e., construction on the street)
  - Public safety concerns
  - Previous noted issues with a block party.

Please return completed applications to our office located at 3223 N. Sheffield or email a scanned copy directly to [ward44@cityofchicago.org](mailto:ward44@cityofchicago.org) with the Subject Line: Attn: Esme/Zach – Block Party Application. Our office will forward the application to City Hall for approval and work with the Department of Streets and Sanitation to provide “No Parking” signs. You are required to flyer your block at least a week before the block party as a reminder to neighbors or anyone parked on the block. “No Parking – Block Party” signs need to be posted at least 48 hours prior to the block party to give everyone enough notice to move their cars off the block.

### **Here are a few tips for having a fantastic block party:**

- Don't go it alone! Recruit volunteers from the block to help plan a fun day.
- Designate multiple people to be in charge of entertainment/games/set-up/break down and trash pickup at the end of the evening.
- Make it a potluck! This is a great way to showcase your blocks' culinary skills.
- Be sure you have trash/recycle receptacles placed strategically throughout the block to ensure there is a place for garbage or recycled materials to be disposed of.



CALENDAR YEAR  
2024

CITY OF CHICAGO  
Department of Transportation  
121 North La Salle Street, City Hall - Room #905  
Chicago, Illinois 60602  
Tel: 312-744-4652 Fax: 312-744-4627

**DATA COLLECTION FORM FOR A PERMIT TO HOLD A BLOCK PARTY**  
(Recreational Street Closing)

Date of Application: \_\_\_\_\_ Ward: 44

*Please note: A block party permit cannot be used to close any throughway of Federal Aid Urban Street, to close a street with a bus route, to close any street prior to 8:00 A.M. or past 10:00 P.M., to close any street for more than one (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: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Please answer the following questions:**

Even 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: \_\_\_\_\_

# Barricade Request Form

## 44<sup>th</sup> Ward

**I am requesting 2 barricades for our block party located at:**

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

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

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

CONTACT PERSON'S ADDRESS; \_\_\_\_\_

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

Please be advised, barricades must be returned in proper working order/condition. Any damage that renders them unusable will result in the following replacement costs (billed to contact person):

Long board replacement:         \$55.00

Legs:                                 \$35.00

I acknowledge and accept full responsibility of Alderman Bennett Lawson's barricades, ensuring they are in the same condition as when they were dropped off and, left in the same location for easy retrieval Monday morning unless otherwise noted.



CHICAGO FIRE DEPARTMENT

Office of Special Events  
3510 S. Michigan Ave., 2<sup>nd</sup> Floor.  
Chicago, IL 60653

Email request to: [Fire-specialevents@cityofchicago.org](mailto:Fire-specialevents@cityofchicago.org)

ATTN: Deputy District Chief  
Francisco Velez  
Coordinator of Special Events

I am requesting a C.F.D. Presence.

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 at least 14 days prior to the tour. Failure to do so may result in the inability to schedule the tour.*

# PETITION TO HOLD A BLOCK PARTY

## 44<sup>th</sup> Ward

Dear Neighbors,

For the first time, or, due to a large amount of turnover on our block, residents are putting together a Block Party. This is a great opportunity to meet and interact with the other families on our block and have a little fun together. In order to show support for the party on our block, Alderman Bennett Lawson asked that we circulate this petition among our neighbors. Thank you for your support.

Anticipated Date and Times: \_\_\_\_\_

Location of the Party: \_\_\_\_\_

Contact person on the block: \_\_\_\_\_

**Please provide your name, phone number and address. Incomplete entries will not be counted.**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

# PETITION TO HOLD A BLOCK PARTY

## 44<sup>th</sup> Ward

For the first time, residents of our block are putting together a Block Party. This is a great opportunity to meet and interact with the other families on our block and have a little fun together. In order to show support for the party on our block, Alderman Bennett Lawson asked that we circulate this petition among our neighbors. Thank you for your support.

Anticipated Date and Times: \_\_\_\_\_

Location of the Party: \_\_\_\_\_

Contact person on the block: \_\_\_\_\_

**Please provide your name, phone number and address. Incomplete entries will not be counted.**

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

16. \_\_\_\_\_

17. \_\_\_\_\_

18. \_\_\_\_\_

19. \_\_\_\_\_

20. \_\_\_\_\_

21. \_\_\_\_\_

22. \_\_\_\_\_

23. \_\_\_\_\_

24. \_\_\_\_\_