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OFFICE OF PUBLIC WORKS
ROOM 201, MUNICIPAL CENTER WEST
CITY OF SPRINGFIELD, ILLINOIS 62701

Misty Buscher
Mayor

2026 Guidelines for a Block Party/Special Event

1. Procedures

Please complete the Petition, Event Notification Forms, and Right of Way Obstruction Application and return them to the Office of Public Works, Motor Vehicle Parking Department, Room 203, in Municipal Center West at 300 S Seventh Street. These should be returned **at least 14 days before the date of the block party**. The application will be reviewed by City staff as well as Insurance Company. Once approved your permit will be emailed to you.

Also see Chapter 110, Article XXXVII of the City of Springfield Code of Ordinances.

2. A Responsible Adult

The applicant/organizer must be twenty-one years or older (valid ID required) and take responsibility for the party, such as organizing, supervising and keeping the party under control. This person must be on site and available for the duration of the block party. Fines may be imposed if applicant is not available.

3. Petition

You will need the approval of your neighborhood association as well as (75%) *the majority* of the residents living on the block. Please have them sign their name and write their address. The petition must have the party date and time.

4. Barricades

The office of Public Works will provide barricades according to the traffic plan developed for the block party. It is the responsibility of the applicant/organizer to place the barricades across the street at the start of the party. They should then be placed back at the curb at the end of the party. **Major City thoroughfares and streets that are not stop controlled at each end are not eligible for closure.** **At least one lane of traffic must remain unobstructed (even if the street is closed to traffic) to allow for emergency access unless otherwise approved by the Chief of Police and Fire Chief, or their respective designees.**

5. Music

Block Party hours are 8am to 8:30pm. Party should end by 8 and street reopen by 8:30. Clean up of the area will be the responsibility of the block party organizers. The volume of music must adhere to current city noise ordinances.

6. Alcohol & Cannabis Restrictions

No alcoholic beverages are allowed on city property, for example, the street, the sidewalk and any city right-of-ways unless organizers have also obtained a separate liquor license. The use of cannabis is also not allowed in any public place, including the street, the sidewalk and city right-of-ways.

7. Insurance

Insurance is required. **Must be a \$1,000,000 liability policy naming the City of Springfield as additionally insured.**

See Page 2

There is a 1 day limited policy that can be purchased for \$55.00 with restrictions on number of attendees and inflatables.

Nicole Copelin

can be reached at (217) 789-2255 with any questions. Checks for insurance should be made payable to City of Springfield. Not all events will qualify for this policy.

8. Termination of Block Party/Special Event

The City of Springfield Police Department (“SPD”) has the right to immediately terminate any unlicensed block party or special event. SPD also has the right to immediately terminate a licensed block party or special event upon receipt of a credible threat to public safety or for any violation of the City Code or State Law, including, but not limited to, operating outside permitted hours of operation, illegal use or sale of alcohol, illegal use of cannabis or any other controlled substance, loud music, disorderly conduct, and illegally blocked streets.

Applicant Signature: _____ **Date:** _____

ARTICLE XXXVII. - SPECIAL EVENTS

§ 110.390. - License required.

No person shall sponsor or promote a special event as defined in this chapter without first having obtained a special event license.

(Ord. No. 202-05-24, § 1(Exh. A), 5-21-24)

§ 110.391. - Reserved.

Editor's note— Ord. No. 240-05-04, § 1, adopted May 4, 2004, repealed § 110.391, License fee, derived from Ord. No. 447-08-03, § 1, adopted Aug. 5, 2003.

§ 110.392. - Application.

- (a) In addition to information required in the general licensing provisions of this chapter, the application for a special event license shall include:
- (1) The name and address of all persons acting as sponsors of the special event.
 - (2) The purpose of the special event and the estimated number of participants or those otherwise attending.
 - (3) The date or dates the special event is to be held and the time it commences and terminates.
 - (4) A list of all vendors doing business during the special event, including type of concession.
 - (5) Whether any music will be provided, either live or recorded.
 - (6) Whether the use of alcoholic beverages will be permitted or sold during the special event.
 - (7) A statement as to the number of trash containers that will be available at the special event.
 - (8) A signed statement that the applicant shall hold harmless the city, its officers and employees, and shall indemnify the city, its officers and employees for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the license. Applicant shall furnish and maintain public liability and property damage insurance as will protect applicant, property owners, and the city from all claims for damage to property or bodily injury, including death, which may arise from operations under the license or in connection therewith. The insurance shall provide coverage of not less than \$1,000,000 for bodily injury and for property damage per occurrence. The insurance shall be without prejudice to coverage otherwise existing, and shall have as additional insured the city, its officers and employees, and shall further provide that the policy shall not terminate or be canceled prior to the expiration of the license without 30 days' written notice to the city clerk.

- (9) If the special event is substantially in the form of a block party and the applicant desires to purchase the required insurance coverage arranged by the city with a third-party insurance carrier, the fee charged to the applicant for such insurance coverage shall be \$25 and the city shall subsidize the remainder of the premium.
- (b) The application for a special license shall be submitted at least ten working days prior to the date upon which the special event is to be held.
- (c) In the event the sponsor of the special event is required to obtain a permit for an obstruction of any street, alley, sidewalk, or other public ground or a portion thereof pursuant to Chapter 99 of this Code, the insurance requirements of section 99.12 shall be satisfied by compliance with this Chapter 110.

(Ord. No. 447-08-03, § 2, 8-5-03; Ord. No. 595-10-04, § 1, 10-19-04; Ord. No. 381-06-05, § 2, 6-7-05; Ord. No. 440-06-05, 6-21-05)

§ 110.393. - Issuance of license.

- (a) The approving authority shall be the projects coordinator for the office of public works.
- (b) In addition to the requirements of the general licensing provisions, each applicant shall provide the city clerk a certificate of insurance as provided in section 110.392.

(Ord. No. 217-4-01, § 2(Exh. B), 4-17-01; Ord. No. 447-08-03, § 2, 8-5-03; Ord. No. 62-2-13, § 2, 2-5-13)

§ 110.394. - Hours of operation.

A special event shall take place only between the hours of 8:00 a.m. and 12:00 midnight. No sale of alcoholic liquor outside of a permanent structure is permitted after 11:30 p.m. No music of any kind may be played or broadcast from the outside area or within the permanent structure which is of such a volume so as to disturb the neighborhood in any manner. Music shall not be played or broadcast from the outside area after 12:00 midnight.

(Ord. No. 62-2-13, § 2, 2-5-13)

§ 110.395. - Health regulations.

- (a) All persons operating concessions during the special event shall be subject to and comply with all applicable requirements and standards for dispensing and purveying food contained in this Code.
- (b) All food held, offered for sale, or sold during the special event shall be subject to and comply with all applicable requirements for that food contained in this Code and the rules and regulations promulgated hereunder.

§ 110.396. - Restrictions.

- (a) No vehicle shall be allowed on the Old State Capitol Mall at any time; provided, however, the licensee who has been issued permits by the superintendent of motor vehicle parking, may drive vehicles on the east/west running sidewalks immediately adjacent to the Old State Capitol. Permits for driving vehicles upon the sidewalks shall be issued by the superintendent of motor vehicle parking at no cost and shall be subject to such other conditions as the superintendent of motor vehicle parking deems necessary to protect the mall and persons using it.
- (b) The licensee shall provide waste disposal receptacles for use of those attending the special event.
- (c) The licensee shall be responsible for placing all trash and debris in appropriate containers, making it ready for removal prior to 8:00 a.m. of the next day.
- (d) Licensee shall provide toilet facilities for use of those attending the special event.
- (e) No vehicle shall be used in conjunction with an unauthorized special event that is substantially in the form of a block party. Vehicles used in violation of this section shall be subject to a fine and immediate towing under chapters 76, 79 and 82. Vehicles used in violation of this section shall be subject to immobilization pursuant to chapter 82.

(Ord. No. 217-4-01, § 2(Exh. B), 4-17-01; Ord. No. 470-10-23, § 1(Exh. B), 10-17-23)

§ 110.397. - Necessity for other licenses.

All applicable licenses and permits required by this Code must be obtained by all persons engaging in vending operations, provided that an Old State Capitol Mall vendors license is not required.

§ 110.398. - Penalty.

In addition to the penalties provided for in section 110.999 of this Code, any person violating this article by sponsoring or promoting a special event without a license as required hereunder shall be fined no less than \$250 per occasion. Any person sponsoring or promoting an unlicensed special event that results in a call for service for the city, including emergency and non-emergency requests for police presence, may be fined the greater of \$10,000 or the actual cost for the city to respond, but in no event shall the fine exceed \$50,000.

(Ord. No. 202-05-24, § 1(Exh. A), 5-21-24)

BLOCK PARTY APPLICATION FORM

CITY OF SPRINGFIELD

OFFICE OF PUBLIC WORKS

Designated Permit Holders for non-commercial "Neighborhood Block Parties" to be held by private citizens of the City of Springfield, IL

LIMITS OF LIABILITY

\$2,000,000 Event Aggregate
\$1,000,000 Products & Comp. Operations Aggregate
\$1,000,000 Per Occurrence
\$10,000 Personal & Advertising Injury
\$50,000 Fire Damage
\$ NIL Deductible per claim
\$1,000 Med Pay

COVERAGES INCLUDED

X Bodily injury and property damage
X Personal injury
X Advertising injury
X Products/Completed operations
X Coverage is limited to specific activities and/or locations
X Medical Payments

ADDITIONAL CONDITIONS

X Maximum Aggregate Liability
X Specified Activities and/or Locations(s) Limitation

EXCLUSIONS

X Abuse, molestation, assault & battery
X Amusement devices/mechanical/inflatable devices
X Aircraft, airports, aviation type risks
X Animals injury or damage caused by or to any animal
X Automobiles/vehicular exposures (Bodily injury & Property Damage)
X Bungee-related activities
X Care, Custody and Control
X Communicable Disease
X Computer related & electronic problems
X Cross suits
X Cyber Data
X Employment related practices
X Firearms & Similar Weapons
X Fireworks & Pyrotechnics
X Fungi or Bacteria
X Lasers
X Liquor (other than host)
X Concerts of creating civil disobedience
X Moshing, stage diving, crowd surfing, slam dancing
X Pollution, lead paint, asbestos
X Punitive damages
X Performer and athletic participant injuries
X Riot, civil commotion
X Rodeos
X Security Guards
X Vendors
X Volunteers (bodily injury to)
X War and Terrorism

PLEASE NOTE: In the interest of Full Disclosure we require that the insured has full knowledge that he/she is being charged and fee(s) shown on Event Notification Form. The applicants signature below is acknowledgment of said charge.

I am aware that the information provided to the Company, including the list of performers shown has been used for underwriting purposes and is intended to influence the decision to write the insurance coverage. False or misleading answers as well as withholding or not fully disclosing information may cause denial of coverage and/or prosecution. I attest to the fact that there have been no claims for prior events of this nature.

I have read and understand and accept the Coverage, Limits and Exclusions as shown. Please bind coverage as quoted.

Signed: _____ Date: _____

QUOTE VALID FOR 45 DAYS- Terms may not comply with the coverage specifications requested. Coverages are subject to the Company's forms & endorsements. A specimen copy of the policy can be obtained for you review prior to binding coverage.

Coverholder at Lloyds, London

SIDEWALK CONSTRUCTION

Building & Zoning Permit # (if applicable): N/A

All public sidewalk must meet Illinois Accessibility Code requirements.

Call Public Works 217.789.2255 for inspection after sidewalk completion.

Print Sidewalk Details. Available online.

TREE REMOVAL OR TRIMMING

Arborist Permit #: N/A

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Note: All temporary traffic control must be in accordance with MUTCD and IDOT Standards. All TTC equipment must meet current standards for size, shape, features, and reflectivity. By applying for a permit which requires Temporary Traffic Control, I hereby certify that I am familiar with and qualified to perform Temporary Traffic Control, or that I will utilize an experienced Traffic Control Company that is familiar and qualified to perform Temporary Traffic Control Setup and Removal in accordance with all applicable safety regulations and traffic standards.

I/We understand that no street or sidewalk obstruction, or blocking of parking spaces will be initiated until approved by the Superintendent of Streets and the City Traffic Engineer, and proper fees paid. No such obstruction or parking blockage shall extend beyond the time approved herein unless additional written approval is obtained, and fees paid. Excavations: a separate Excavation Permit must be obtained from the Office of Public Works before initiating work anywhere within the Public Right of-Way.

The contractor (or permittee) shall indemnify and save harmless the City of Springfield, Illinois, its officers and employees against all loss, damage, or expense that it or they shall sustain as a result of any suits, actions, or claims of any character brought on account of injury to or death of any person or persons, including all Persons performing any work under this contract (or permit) which may arise in any way in connection with the work to be performed under this contract (or permit) including but not limited to, suits, actions or claims arising under "An act providing for the protection and safety of persons in and about the construction, repairing, alteration or removal of buildings, bridges, viaducts and other structures, and to provide for the enforcement thereof," approved June 3, 1907, as amended: the contractor (or permittee) shall also indemnify and save harmless the City of Springfield, Illinois, its officers and employees from all suits, actions or claims of any actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons, or property on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable material in constructing the work; or because of any act or provision, neglect, or misconduct or said contractor; because of any claims of amounts recovered for any infringements of patent, trademark, or copyright; or any from any claims or amounts arising or recovered under the "Workman's Compensation Act," or any other law, ordinance, order or decree, and so much of the money due from the City of Springfield, Illinois to the contractor under and by virtue of his contract as shall be considered necessary by the City of Springfield, Illinois for such purposes, may be retained for the use of the City of Springfield, Illinois, or in case no money is due, his surety shall be held until such suit, actions or claims have been settled and suitable evidence to the effect is furnished the City of Springfield, Illinois. I hereby certify that all work shall be completed per the conditions of this permit, any additional restrictions the Office of Public Works may place on the permit through the approval process, as well as all applicable State and City Codes.

Printed Name: _____ Date: _____

Signature of Applicant: _____



BLOCK PARTY PETITION FORM

CITY OF SPRINGFIELD

OFFICE OF PUBLIC WORKS



Petition

Street(s) to be closed :	
Event date :	Rain date :
Start time :	End time : 8 PM

Name : Print and Sign	Address:
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BLOCK PARTY APPLICATION FORM

CITY OF SPRINGFIELD

OFFICE OF PUBLIC WORKS

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