MORTON GROVE

BLOCK PARTY

KIT

MORTON GROVE

Incredibly Close ✦ Amazingly Open

WHAT IS THE MORTON GROVE BLOCK PARTY KIT?

The **Morton Grove Block Party Kit** is an easy how-to guide to organizing a neighborhood block party in the Village of Morton Grove. The resource kit includes everything you need to plan and execute a successful block party with step-by-step information and a collection of printable resources. The kit was compiled by the Morton Grove Community Relations Commission and Village staff.

REASONS TO HAVE A BLOCK PARTY

Morton Grove is a community of neighbors, and block parties are an opportunity for neighbors to come together to connect, have fun, and strengthen community ties. Why should your neighborhood host a block party?

- **To have fun**
- **To meet your neighbors and make new friends**
- **To re-establish old friendships**
- **To build community and increase the sense of community belonging**
- **To encourage neighbors to look after one another and the neighborhood**
- **To promote safety and prevent crime by being able to recognize faces**
- **To learn about the community and its history**

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Live & Amplified Music Permit Request Form

PLANNING A BLOCK PARTY

A successful block party relies on good organization and planning, and the cooperation of neighbors. We recommend starting to plan your block party at least two months in advance. Following the steps below will help ensure your event is a success.

1. ORGANIZE VOLUNTEERS

Organize a group of at least 3 to 5 dedicated volunteers to serve as the organizing committee. Extend an invitation to new households to give them an opportunity to be included in the event decisions.

2. PICK A DATE & TIME

The most important details to establish in advance are the date and time of the event. Weekends from Mid-May to the end of August are popular and holidays can be convenient.

If the organizing committee feels comfortable picking a date, or if your block party always falls the same weekend of the year, the event date can be selected internally. Alternatively, the **Block Party Organizing Survey** can be distributed to each household to survey everyone's preferences and help inform the organizing committee's final decision. Be sure to establish a rainout day in case of inclement weather.

When selecting event hours, keep in mind who lives in the neighborhood. If young children or seniors are living near the party area, plan to wrap up all activities by 9:00pm.

3. APPLY FOR A PERMIT

Once the event date and time have been selected, submit a **Block Party Request Form** to Village Hall for registration and approval. A permit will be mailed to the address provided on the application. The Village asks that the permit application is submitted at least 1 month prior to the event. A **Live & Amplified Music Permit Request Form** should also be submitted if live or amplified music is to be played.

4. GO GREEN

You can reserve composting service for your block party through WasteNot, the Village's exclusive compost collection service provider. See WasteNot's enclosed **Compost at Your Block Party Flyer** for more information on how to complete an event inquiry. Requests must be made at least three weeks ahead of the event. Service for block parties starts at $60. WasteNot's compost carts come with signage to help attendees properly compost.

To help reduce the environmental impact of your block party, consider using reusable or compostable cutlery, plates, cups, tablecloths, and napkins. To reduce plastic bottle consumption, offer water and other beverages in large multi-gallon refreshment coolers. Don't forget to put out recycling bins to keep recyclables out of the landfill.

5. PLAN FOOD & DRINKS

Food brings people together, and is one of the most important aspects of a successful block party. There are 4 ways your neighborhood can choose to come together over a meal:

POTLUCK: Everyone brings one dish. We recommend coordinating with neighbors to ensure variety.

BBQ: Everyone brings their own meats or foods to grill, and the committee organizes the grills, buns, condiment bar, and dinnerware.

PICNIC: Everyone brings their own meal and dines together.

CATERING: Everyone shares the cost of catering.

A mix of the 4 options may work well for lunch, dinner, dessert, and beverages. Either the organizing committee can decide which style works best for your neighorhood, or you can distribute the **Block Party Organizing Survey** to determine the neighborhood's preference. Try not to make the final plan overly complicated, as it can make people feel the event is too much work. Keep it simple!

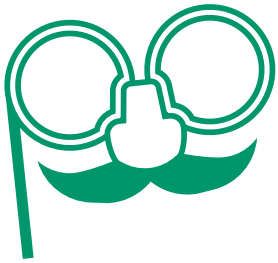
6. SEND INVITATION

Create a block party invitation or fill out the sample **Block Party Invitation** and make photocopies. Distribute the invitation to all households at least 3 weeks prior to the event. Decide early and make it clear in the invitation if the block party will be restricted to those who live in the household or if people can invite friends and relatives.

Be sure to include the event date and time, the exact location, how to submit an RSVP, and contact information for questions. We recommend asking that neighbors provide an email address or phone number with the RSVP to help communicate event details and changes. The invitation could also include a schedule of activities and a request for supplies, food items, or volunteer time.

7. PLAN ACTIVITIES

The organizing committee may want to plan a few activities to keep neighbors of all ages engaged throughout the day. Activity suggestions are included in **Block Party Activities**. The activity schedule can be included in the invitation or distributed the week of the event.



8. ORGANIZE SUPPLIES

It will be important to determine who is bringing what before the day of the event. Supplies may include chairs, tables, tents, grills, coolers, plates, cups, cutlery garbage cans, a music player, decorations, and activity supplies. Participating households may be asked to bring certain items in the invitation or closer to the day of the event. A list of common block party supplies is included in the **Block Party Checklist**.

9. PLAN SET-UP & CLEAN-UP

The organizing committee should establish day-of responsibilities for committee members and anyone else who has volunteered their time to help the day of the event. Plan for at least 2 people to manage the event set-up and for at least 2 different people to manage the event clean-up. To-do lists for the block party set-up and clean-up are included in the **Block Party Checklist**.

MAKING EVERYONE FEEL WELCOME

- *It could be the first block party for some of your neighbors. In order to make everyone feel welcome and communicate clearly the purpose of a block party, it may be helpful to knock on the door of a new neighbor and invite them in-person. If language is a barrier, bring along someone who speaks their language.*
- *Some neighbors may be shy or may not know how to participate. Make an extra effort to extend the invitation, but do not be forceful or offended if someone does not choose to participate.*
- *Be mindful of cultural or religious diet or activity constraints.*
- *Ask everyone to label their food and list ingredients as a courtesy to neighbors with allergies and diet restrictions.*
- *Make activities accessible to those with limited English language skills.*
- *Consider asking attendees to bring a dish to share that represents their culture or ethnic background as a way for everyone to learn more about their neighbors and celebrate Morton Grove's diversity.*

BLOCK PARTY DOs & DON'Ts

DO

- Delegate block party planning, set-up, and clean-up duties to avoid stress and encourage collaboration between neighbors.
- Collect money as a required or suggested donation to cover the cost of shared supplies, such as activity items, ice, dishware, cutlery, food, and soft drinks.
- Post NO PARKING notice signs the day before to remind neighbors that on-street parking will be restricted the day of the block party.
- Consider setting a block party theme.
- Prioritize the safety of attendees and first responders. Minimize tripping hazards and ensure adequate hydrant and emergency vehicle access, as outlined in the **Block Party Permit Application**.
- Try to centralize the location of the event activities on a block. If the party location is perceived to be too far from home, people may not attend or might feel they're not comfortable at the opposite end of the street.
- Set clear limits to prevent the block party from getting out of hand or from becoming a nuisance. Make it clear who is invited to attend, whether pets are allowed, which yards are open for activity, and when the party needs to wrap up. The Village requires all block party activities taking place within any portion of the public right-of-way to end no later than 10:00pm.
- Be inclusive, take the opportunity to connect with your neighbors, and have fun!

DON'T

- Be overly ambitious. Not every single moment of a block party has to be jam-packed with excitement and distraction. Let neighbors interact, give kids some space for unstructured play, and make sure everyone has ample time to enjoy the amazing food. When it comes to throwing a successful block party, less can be more.
- Leave any party supplies or refuse in the public right-of-way, parkways, alleys, or adjacent public lands at the conclusion of the block party.
- Sell alcoholic beverages, drink alcoholic beverages in the public right-of-way outside of the block party confines, drink alcoholic beverages in any motor vehicle, or serve alcoholic beverages to anyone younger than 21.
- Create noise that exceeds the Noise Control Ordinance or play live or amplified music without submitting a **Live & Amplified Music Permit Request Form** for Village approval.
- Violate any Village, Cook County, State of Illinois, or federal laws and policies.

50 BLOCK PARTY ACTIVITIES

1. Arts & Crafts Table
2. Bake Sale Benefitting a Local Charity
3. Bean Bag Toss
4. Bike & Wagon Parade
5. Board & Card Games
6. Bobbing for Apples
7. Bouncy House
8. Bubble Machine
9. Bucket Ball Toss
10. Charades
11. Clothing or Food Drive
12. Clown
13. Cook-Off
14. Cookie Decorating
15. Drive-Through Bike Wash
16. Egg Toss or Relay
17. Ethnic/Cultural Food Tasting
18. Face Painting & Henna
19. Fire and Police Department Visits
20. Ice Cream Sundae Bar
21. Live Music
22. Hula Hoop Contest
23. Glow Stick Dance Party
24. Karaoke
25. Kickball
26. Kids or All-Ages Talent Show
27. Lemonade Stand
28. Limbo or Dance Contest
29. Magician
30. Neighbor Bingo
31. Obstacle Course
32. Outdoor Movie
33. Pet Parade
34. Photo Booth
35. Piñata
36. Ping Pong
37. Pumpkin Carving
38. Scavenger Hunt
39. Sidewalk Chalk Contest
40. Silly String Fight
41. Snow Cone Maker
42. Street Hockey
43. Street Tree Mulching
44. Three-Legged Race
45. Tie-Dying
46. Tug-of-War
47. Twister
48. Volleyball or Badmintton Tournament
49. Water Balloon Toss or Fight
50. Yoga

MORTON GROVE

NEIGHBOR BINGO

Find a neighbor who fits the description and have them write their name in the square!

CAN PLAY AN INSTRUMENT	HAS BEEN SCUBA DIVING	WAS BORN OUTSIDE OF THE UNITED STATES	KNOWS HOW TO SEW	HAS A FOOD ALLERGY
HAS APPEARED ON TV	HAS LIVED IN MORTON GROVE FOR MORE THAN 20 YEARS	HAS BEEN TO CANADA	IS A VEGETARIAN	HAS A TWIN
HAS BROWN EYES	HAS BROKEN A BONE	FREE SPACE	SPEAKS 2 LANGUAGES FLUENTLY	HAS A MUSTACHE
PLAYS AN INSTRUMENT	IS AN ONLY CHILD	IS WEARING SANDALS	HAS A JOB IN MORTON GROVE	HAS A BIRTHDAY THIS MONTH
KNOWS HOW TO SURF	WEARS GLASSES	CAN JUGGLE	HAS A TATTOO	HAS CLIMBED A MOUNTAIN

MORTON GROVE

BLOCK PARTY

KIT

RESOURCES

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Live & Amplified Music Permit Request Form

BLOCK PARTY CHECKLIST

2 MONTHS IN ADVANCE

- ☐ Work with a neighbor or two to prepare a **Block Party Organizing Survey**
- ☐ Distribute survey
- ☐ Collect and tally survey results
- ☐ Invite those interested to a planning meeting at least 6 weeks in advance

6 WEEKS IN ADVANCE

- ☐ Hold block party planning meeting

PLANNING MEETING DECISIONS

PARTY DATE & TIME

RAINOUT DATE(S)

EXTENT OF INVITATION

PARTY LOCATION

BUDGET & HOW COSTS WILL BE SHARED

FOOD & DRINK PLAN

ACTIVITIES

THEME

ORGANIZER RESPONSIBILITIES

MAIN ORGANIZER(S)

- ☐ Send invitations and collect RSVPs
- ☐ Answer questions
- ☐ Make nametags
- ☐ Collect money from participants

LOGISTICS ORGANIZER(S)

- ☐ Submit **Block Party Request Form** to Village
- ☐ Submit **Live & Amplified Music Permit Request Form** to Village, if necessary
- ☐ Assign set-up and clean-up duties

ACTIVITY ORGANIZER(S)

- ☐ Organize supplies for activities
- ☐ Organize prizes, if desired
- ☐ Book entertainment, if desired

FOOD & BEVERAGE ORGANIZER(S)

- ☐ Organize tables, grills, and coolers
- ☐ Organize shared food and beverage supplies
- ☐ For potluck, assign dessert, salad, or main dish to each RSVPing household

BLOCK PARTY ORGANIZERS ARE REMINDED TO KEEP ALL RECEIPTS FOR REIMBURSEMENT, OR AS OTHERWISE DETERMINED BY THE ORGANIZING COMMITTEE.

BLOCK PARTY CHECKLIST

1 MONTH IN ADVANCE

- ☐ Send **Block Party Invitations**
- ☐ Submit **Block Party Request Form** to Village
- ☐ Submit **Live & Amplified Music Permit Request Form** to Village, if necessary
- ☐ Submit request for WasteNot composting service

1 WEEK IN ADVANCE

- ☐ Publicize party and include reminder that street will be closed
- ☐ Confirm arrangements for barricades
- ☐ Distribute schedule of activities, if not included in invitation

PARTY DAY SET-UP

- ☐ Place barricades as directed by Village
- ☐ Designate areas for food, seating, music, and activities
- ☐ Place garbage cans in strategic locations
- ☐ Place sign-in sheet and nametags in prominent location
- ☐ Post schedule of activities

PARTY DAY CLEAN-UP

- ☐ Return barricades to Village pick-up location
- ☐ Remove all party equipment and supplies from street, sidewalks, and parkways
- ☐ Dispose of trash responsibly and recycle if possible

MY BLOCK PARTY CHECKLIST

- ☐ _____
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BLOCK PARTY ORGANIZING SURVEY

We're planning a neighborhood block party and would like to get your input. This family-friendly event will be an opportunity to connect with neighbors and have fun. Please let us know what you think!

Name **Address**

Email **Phone**

Are you interested in participating in a neighborhood block party? Yes No

If yes, please list a few weekend or holiday dates this year at least 2 months from now that work best for you:

Which of the following dining options would suit your household the best (A-D)?

A) **POTLUCK:** Everyone brings one dish.

B) **BBQ:** Everyone brings their own meats or foods to grill, and the block party organizers provide the grills, buns, condiment bar, and dinnerware. Everyone shares the cost of shared supplies.

C) **PICNIC:** Everyone brings their own meal and dines together.

D) **CATERING:** Everyone shares the cost of catering.

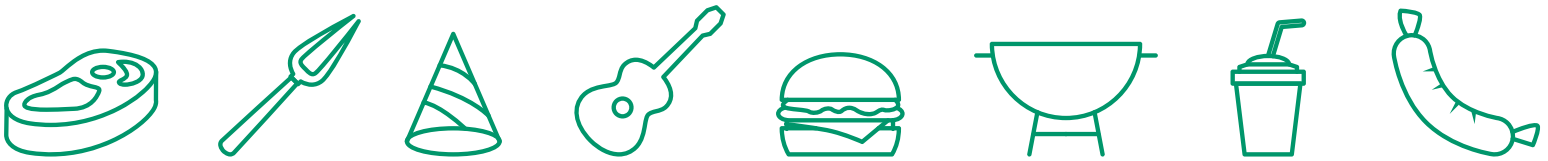
1st choice 2nd choice

If you have any ideas for food or activities, please share them with us!

Would you like to help us organize the block party? Yes No

Are you able to help out on the day of the block party? Yes No

Please return this survey to _____ at _____
no later than _____. Thank you!



YOU ARE INVITED

TO A

BLOCK PARTY

DATE _____

TIME _____

PLACE _____

We are asking each household to bring:

- ☐ _____
- ☐ _____
- ☐ _____

Do you have any of following that could be used the day of the party?

- ☐ **Barbecue grills**
- ☐ **Coolers**
- ☐ **Tables**

Name		**Email**	
Address		**Phone**	
# Adults		**# Children**	

To RSVP, please return to _____ at _____

no later than _____. Thank you!

WASTENOT COMPOST

COMPOST AT YOUR BLOCK PARTY!

WasteNot is the Village of Morton Grove's exclusive compost collection service provider. You can reserve composting for your block party with WasteNot by following the following steps.

HOW TO COMPOST AT YOUR BLOCK PARTY:

- SCAN THIS QR CODE TO COMPLETE AN EVENT INQUIRY AT LEAST 3 WEEKS BEFORE YOUR PARTY:

SCAN ME

- WASTENOT WILL FOLLOW UP WITH A SERVICE QUOTE AND INFORMATION ON HOW TO ORDER COMPOSTABLE PRODUCTS. SERVICE FOR BLOCK PARTIES STARTS AT $60.

- A COMPOST CART WILL BE DELIVERED TO YOUR BLOCK PARTY WITH SIGNAGE SO ATTENDEES KNOW HOW TO COMPOST!

VISIT WWW.WASTENOTCOMPOST.COM/EVENTS FOR MORE INFORMATION OR EMAIL US AT HQ@WASTENOTCOMPOST.COM

Village of Morton Grove
Neighborhood Block Party Guidelines

6101 Capulina Avenue - Morton Grove, Illinois 60053
Telephone (847) 965-4100 - Fax (847) 965-4162
www.mortongroveil.org

BLOCK PARTY REQUEST FORM

Date of Application: _____

Applicant Name (*Print Clearly*): _____

Address: _____

Daytime Phone Number: _____

Date of Party (Requests must be submitted 21 days in advance): _____

Rain Date: _____

Starting/Ending Times: _____

Part of Block (from what street to what street?): _____

Address of barricade drop-off: _____

Will Amplified Music Be Played? ☐YES ☐NO

If Yes, Complete the Accompanying "Live & Amplified Music Permit Application Form"

Have all residents been notified: _____

*Please Note: All residents living on the block **must** be notified in advance. See Block Party Permit Policy for details.*

I HAVE READ THE BLOCK PARTY PERMIT POLICY OF THIS APPLICATION AND FULLY UNDERSTAND THE ABOVE INFORMATION, ASSUMPTION OF RISK, WAIVER, AND RELEASE OF ALL CLAIMS.

Applicant's signature _____ **Date** _____

☐ Check this box to agree to use your typewritten signature as your official submission

Print name _____

Please return this form to: Village Administrator's Office, at the address listed above.
A permit will be mailed to the provided address. Please call with any questions.

Approval:

NOT VALID WITHOUT OFFICIAL VILLAGE STAMP

Copies Sent to:

____ Public Works
____ Fire Department
____ Police Department 7-3 Shift Commander
____ Comm-Center
____ Pass On

Village of Morton Grove, Illinois
GENERAL PREVISIONS
BLOCK PARTY PERMIT POLICY

The Village of Morton Grove may authorize the barricading and closing of streets for recreational purposes when the following conditions have been met:

- The applicant(s) has presented to the Village the completed application. The applicant has notified all residents of the block affected and believes at least 51% of the households approve the application.
- The block party is for a social or recreational purpose only and is not a for-profit, commercial venture.
- The street closing will not create a hazard or otherwise interfere with public safety.

Block Party Permits are subject to following guidelines, restrictions, and exemptions:

- Block parties may start as early as 10:00 am unless the Village determines a special event necessitates a later start time. No block party shall extend beyond 10:00 pm upon any portion of the public right-of-way.
- To ensure emergency vehicle safe passage, all tables, chairs, etc., placed on the street shall not project more than six feet from the curb. Wires, ropes, nets, lights, banners, etc., are not to be stretched across the street so as to prevent immediate access by emergency vehicles. Fire hydrants shall not be obstructed by material or objects of any kind and must be accessible 15 feet on either side.
- All persons attending the Block Party shall comply with all applicable Village ordinances including the Noise Control Ordinance. The applicant(s) shall be held responsible that no persons attending the block party shall violate the noise control ordinance.
- No alcoholic beverages shall be sold at any block party or gathering. No person shall drink any alcoholic beverage in the public right-of-way outside of the block party confines or in or about any motor vehicle in or out of the public confines of the block party or gathering.
- The applicant shall be responsible for the removal of all refuse from the public right-of-way, parkways, alleys and all other adjacent public lands at the conclusion of the block party.
- The sponsors and all persons attending the block party shall maintain order and comply with all village, county, state, and federal laws and policies. That portion of the public right-of-way to be used by the block party or gathering shall be designated by an appropriate number of barricades to be provided by the Village. Barricades will be provided and picked up from the applicant's residence by the Village. The applicant shall be responsible for return of barricades undamaged and may be subject to a charge for damaged or lost barricades. Vehicles are not to be utilized as barricades anywhere in the street.
- All properties of the Village are to be treated reasonably and with due care during the block party.
- Each block will be permitted to hold a maximum 2 block parties a year, not on consecutive days.
- The Police Chief or his authorized representative has the authority to revoke the permit of any street closing in the event that he or she determines the actions or conduct of the group have violated any of the terms and provisions stated herein or other applicable laws and ordinances; or in the event it is determined by the Chief or his representative that such actions have resulted in interference with the flow of vehicular or pedestrian traffic on streets not covered by the permit.
- The block party permit may be revoked by either the Police or Fire Chief or the Village Administrator for due cause in the case of an emergency. In the event of a fire, rescue, or police emergency, barricades are to be removed immediately. The Village will be held harmless as to any damage to property obstructing their entrance or exit or obstructing their duties.

The Village of Morton Grove is not responsible for injuries to people attending block parties or gatherings. Block party attendees agree to hold the Village and its employees, officers, and agents harmless from any and all claims or alleged claims for damages arising from the block party.

LIVE & AMPLIFIED SOUND PERMIT APPLICATION FORM

MORTON GROVE
Incredibly Close ✦ Amazingly Open

A permit fee of $5 per day is associated with the amplifier permit.

Applicant/Event Name _____

Address _____

Phone Number _____ Email _____

Type or Name of Event _____

Date of Event_____Rain Date_____Starting/Ending Time_____

Estimated Number of Attendees_____Date of Last Event at Same Location _____

Type of Noise at Event: Live Band_____Loudspeaker_____ DJ_____Other _____

General Description of Sound Equipment or Band /Type of Music_____

_____

Responsible Party or Organization _____

Person(s) In Attendance with Authority to Control Noise or Event

Name_____Name _____

Address_____Address _____

Phone_____Phone _____

I HAVE READ, UNDERSTAND AND WILL FULLY COMPLY WITH THE PERMIT POLICY ON THE BACK OF THIS APPLICATION. I UNDERSTAND THAT AN APPROVED PERMIT MAY BE CANCELLED AT THE DISCRETION OF THE VILLAGE ADMINISTRATOR OR HIS DESIGNEE FOR FAILURE TO OBEY THE TERMS OF THE PERMIT POLICY, OR FOR PUBLIC SAFETY REASONS. I FULLY UNDERSTAND AND AGREE TO THE ASSUMPTION OF RISK, WAIVER, AND RELEASE OF ALL CLAIMS PROVISIONS OF THE PERMIT POLICY.

Applicant's signature_____Date_____

☐ Check this box to agree to use your typewritten signature as your official submission

Please return this form to the Village Administrator's Office, at the address listed above. If your application is approved, your permit will be mailed to you. Please call 847-470-5220 with any questions.

Approval:

NOT VALID WITHOUT OFFICIAL VILLAGE STAMP

Copies Sent to:

____Public Works ____ Fire Department ____ Police Department

MORTON GROVE - LIVE & AMPLIFIED MUSIC PERMIT POLICY

The Village of Morton Grove encourages its residents to enjoy entertaining, but requests that all persons acknowledge and respect the rights of their neighbors. Any permit granted by the Village of Morton Grove for live and/or amplified music shall be limited to non-commercial, social, recreational, or not for-profit events and are conditional privileges which may be denied or revoked if any provision of this permit policy is violated:

1. The applicant(s) shall truthfully complete the permit application on the reverse side of this policy.
2. Only two live & amplified music permits may be issued to the applicant(s), responsible person/organization or for any location during any calendar year.
3. At least 14 days before the event, the applicant(s) or responsible person/organization shall notify all residents or businesses within 150 feet of the location of the event. The notice shall include the date, and type of event, and the name and phone number of the person(s) who may be contacted during the event regarding any complaint
4. A block party permit is required if right-of-way property is to be used. Any portion of the public right-of-way to be used by the event shall be designated by an appropriate number of barricadesto be provided by the Village. All properties of the Village are to be treated reasonably and with due care.
5. No alcoholic beverages shall be sold at any event unless the proper state of Illinois and Village of Morton Grove Liquor License has been issued. No person shall drink any alcoholic beverage in the public right-of-way or in or about any motor vehicle.
6. The applicant(s) and responsible person/organization shall explain the provisions of this permit policy to all members of the live band, the DJ and all attendees of the event.
7. The playing of live and/or amplified music is limited to the date and time specified on the permit, but in no event shall begin before 10:00 am or continue after 10:00 pm.
8. All persons attending the event shall comply with all applicable laws and Village ordinances.
9. The applicant(s) and responsible person/organization shall maintain order at the event and shall be held responsible for the actions of or damages caused by any person attending the event.
10. The person(s) listed on the application as having authority to control noise or event must remain at this event until its completion, and shall be available to accept any complaints,
11. Upon request by a police officer, the sound level of the live music or amplified sound shall be lowered or shut off.
12. At the conclusion of the event, the applicant(s) and responsible person/organization shall patrol the public right-of-way, parkways, alleys and the surrounding neighborhood and shall remove all litter or refuse from the event.
13. The Village will be held harmless for any injury to any person or loss or damage to property caused by the grant of the permit or as a result of the event or the action(s) of any person attending the event.

The Chief of Police or the Village Administrator or his designee may revoke the permit if he or she determines that any provision of this policy or other applicable law or ordinance has been violated or if the revocation of the permit is necessary to maintain or restore order, to respond to an emergency, or for due cause.

The Village of Morton Grove is not responsible for any injury to any person or loss or damage to property caused by the grant of the permit or as a result of the event or the action(s) of any person attending the event. Attendees agree to hold the Village and its employees, officers, volunteers and agents harmless from any and all claims or alleged claims for damages arising from the permit or the event.