

2026

Block Party Application





City of Rockford, Illinois
Public Works Department
City Hall, 6th Floor
425 East State Street, Rockford, IL 61104
Phone: 779-348-7174 Fax: (815) 967-7058
Web: www.rockfordil.gov



BLOCK PARTY APPLICATION (\$40 fee)

1. A block party cannot be held for PRIVATE PURPOSES such as family events, birthdays, graduations, going away parties or other private parties. And, may only be contained to 1 city block
2. The **application must be submitted at least 4 weeks prior to your event** and must include a map or drawing of the exact location you wish to block off for your event. **Block party coordinator MUST obtain approval of all residents and businesses within the blocked area via the attached petition.**
3. **Applicant** must obtain their Alderman's approval for the block party prior to submitting the application to the City of Rockford Public Works Department.
4. The applicant must state who the responsible person for the event is. If there are issues with the event, this will be the person who will be held accountable and may be subject to any tickets/fines due to rowdiness, excessive noise or illegal drinking.
5. All applicants will be reviewed by the City of Rockford Public Works Department, Police, and Fire Department.
6. All neighbors must be invited.
7. No admission fee may be charged.
8. Alcoholic beverages may not be sold or consumed on the street, sidewalk or city parking lots.
9. Staked tents are not allowed in the roadway or in city parking lots.
10. **A 15-foot fire lane must be included on the map submitted with application.**
11. The application must provide a contact name and specific address to where the metal barricade legs shall be dropped off. The organizer(s) will be responsible for placing the barricades before the party and removing them at the end as well as keeping them in good condition. If the barricades are found in disrepair the responsible person in charge will be held accountable for the cost of replacement.
12. **All events must end by 10:00pm in accordance with the noise ordinance.**
13. If your event has more than 1 food truck/trailer the event may be deemed a Special Event, and a new application would need to be provided.

The City of Rockford reserves the right to deny any application for an event that is not for public or neighborhood purposes, if neighbors have not been included and notified or if non-compliance issues occurred in previous years. A block party permit may be revoked and streets opened if there is an emergency or conditions are violated-including hours, alcohol consumption or excessive noise or crowd.

* There is **\$40 fee** for the block party/barricades, but the organizer is responsible for cleanup. Barricades will be dropped off by 3pm on the Friday prior to your party (unless held on a weekday) by City of Rockford Street Division. Pick up will usually be on the following Monday during daytime hours.

Each neighborhood group is allowed a maximum of 2 block parties per year.

I have read, and agree with the conditions stated above

Please return to:
City of Rockford, Illinois
Public Works Department
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425 East State Street, Rockford, IL 61104
or email CORspecialevents@rockfordil.gov



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INFORMATION

YOU MUST RECEIVE APPROVAL FROM THE ALDERMAN OF WARD *IN WHICH THE BLOCK PARTY WILL TAKE PLACE* BEFORE SUBMITTING YOUR APPLICATION.

(WRITTEN APPROVAL IS NEEDED. WE CAN MAKE CONTACT ON YOUR BEHALF)

ADDRESS OF BLOCK PARTY: _____

DATE OF EVENT: _____

ALDERMAN (Signature): _____

WARD: _____

WARD 1 - TIM DURKEE	tim.durkee@rockfordil.gov
WARD 2 - JONATHAN LOGEMANN	jonathan.logemann@rockfordil.gov
WARD 3 - CHAD TUNEBERG	chad.tuneberg@rockfordil.gov
WARD 4 - KEVIN FROST	kevin.frost@rockfordil.gov
WARD 5 - GABRIELLE TORINA	gabrielle.torina@rockfordil.gov
WARD 6 - APREL PRUNTY	aprel.prunty@rockfordil.gov
WARD 7 - JANESEA WILKINS	janessa.wilkins@rockfordil.gov
WARD 8 - KAREN HOFFMAN	karen.hoffman@rockfordil.gov
WARD 9 - DAWN GRANATH	dawn.granath@rockfordil.gov
WARD 10- FRANK BEACH	franklin.beach@rockfordil.gov
WARD 11 –JAIME SALGADO	jaime.salgado@rockfordil.gov
WARD 12 –GINA MEEKS	gina.meeks@rockfordil.gov
WARD 13 - TAMIR BELL	tamir.bell@rockfordil.gov
WARD 14 –MARK BONNE	mark.bonne@rockfordil.gov

Alderman approval is required. Please let us know if you cannot make contact, and we can reach out on your behalf



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GENERAL INFORMATION

Please submit this application **at least four weeks prior** to your planned date so that it may be processed in sufficient time. The organizer or responsible party in charge will be responsible for cleanup and may be held accountable for any and all complaints or damage to barricades.

Name of Block Party Organizer : _____

Phone Number: _____ E-Mail: _____

Location of Block Party: _____

Date: _____ Hours: From: _____ To: _____

Reason for Block Party: (BBQ, Holiday Party, Neighborhood Event, etc.) _____

Streets to be closed: From: _____ To: _____

(A block party can only be contained to 1 city block)

Drop off address for metal legs (cannot be placed with barricades due to theft):

Will you be having a food truck at your block party? Yes No

If so, please provide the following information:

Name of Vendor/Restaurant/Food Truck: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Type of Food Service: Food Truck/Mobile Unit Table/Tent set-up

Date of last **APPROVED** Fire Dept. Inspection: _____

City of Rockford Business Tax I.D. # _____ Business Email: _____

It is the responsibility of the business owner/food vendor to ensure the business is in compliance with Finance - Local Sales Tax Section. Failure to do so could result in the vendor not taking place in the event. Please contact LocalSalesTax@rockfordil.gov or (779) 348-7165 for additional information

Applicant Signature: _____

Return applications to: City of Rockford, 425 East State St, PW Engineering 6th Floor, Rockford, IL 61104
or email corspecialevents@rockfordil.gov



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Site Map

Block Party Location: Please draw map of streets/area to be closed, including location of all special activities, (i.e. tents, barbecues, chairs, cross streets, etc.), and **please don't forget to include the 15-foot fire lane.** Staked tents are not allowed in any part of the City ROW.

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RESIDENTS BLOCK PARTY PETITIONS

The following is a list of residents who are affected by this party:

Do you support this block party?

Name and Address:	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
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