



City of Carbondale  
 200 S. Illinois Avenue  
 Carbondale, Illinois 62901  
 Phone (618) 457-3226  
 Fax (618) 457-3283  
 Explorecarbondale.com

**BLOCK PARTY APPLICATION**

(Note: All Applications Must be Submitted at Least 21 Days in Advance)

Event Name		Date	
Event Starting Date		Event Ending Date	
Event Start Time		Event End Time	
Event Address			
Sponsor Name		Sponsor Address	
Phone		Email	
Sponsor Primary Contact		Phone	
Purpose of the Event			
Estimated Attendance		Number of Volunteers/Event Staff	
<b>SPECIAL/NEEDS EQUIPMENT (check all that apply)</b>			
Barricades	Traffic Cones	Traffic Vests	No Parking Signs
Police Officers	Tents	Other Temporary Structures	Electricity
Alcohol	Yes	No	
Music	Starting Time	Ending Time	Number of Acts
			Music Type
# Sound Amplification Equipment to be used		Maximum Amps Available	

**REIMBURSEMENT AND INDEMNIFICATION AGREEMENT**

Applicant agrees to defend the City from and against any and all claims, suits, or actions for death or injury to persons or damage to property brought against the City arising from any alleged claims, suit or cause of action was based solely on the negligence of the City, its employees, agents or contractors. Additionally, applicant shall indemnify the City for any sums the City becomes obligated to pay as damages arising out of such circumstances, except to the extent such damages are due solely to the negligence of the City, its employees, agents or contractors. Additionally, the applicant agrees to reimburse the City for any and all costs and expenses incurred by the City as a result of the Block Party. The applicant is an authorized representative/agent for the organization sponsoring the Block Party.

I have reviewed the Block Party Requirements and Procedures and accept the responsibilities associated with this event. I have provided a diagram with this application. I request approval of this event.

Application Received \_\_\_\_\_

\_\_\_\_\_  
 Signature of Sponsor

Total Paid \_\_\_\_\_

**FOR OFFICE USE ONLY**

Received by City Manager's Office

Date

Police Department Recommendation

Comments

Detour

Signs required?

Yes

No

Barricade?

Yes

No

MES Manager Signature

Date

City Manager

Approval

Denial

Comments

City Manager Signature

Date

## **APPLICATION PROCEDURES**

1. Anyone interested in holding a block party within the City of Carbondale must submit a completed Block Party Application to the City Manager's Office 21 days before the proposed date of the event. Applications must include an explanation and diagram of the proposed area for the block party.
2. There is not a fee for a block party within the City of Carbondale. Submit the completed application to the City Manager's Office, 200 S. Illinois Avenue, P.O. Box 2047, Carbondale, Illinois 62902.
3. The City Manager's Office reviews the completed application to assure all information required is submitted. The application is forwarded to the Police Department and Street Department for review and recommendations regarding the proposed event. Upon their review, the application is returned to the City Manager for approval/denial.
4. The City Manager reviews the application and the recommendations of the Police Department and Street Department and makes the final determination of approval/denial of the application.
5. The City Manager's office notifies the approval/denial of the event in writing.