



HAVING A BLOCK PARTY IN SHOREWOOD

Summer in Shorewood is a great time to hold a block party. It is a good time for neighbors to get together and strengthen those community ties which help make Shorewood a great place to live. To assist residents in planning the party, blocking the street, and most important, having a safe party, the Shorewood Village Board adopted the following policy:

PURPOSE

The purpose of this Village policy concerning block parties is threefold. The first is to help provide an orderly and safe procedure for closing the streets for block parties. The second is to alert and solicit the cooperation of the street's residents. The third is to insure that emergency vehicles are informed of street closures.

PROCESS

- First form a small committee and designate a chairperson OR just choose a block resident to organize the block party. This person will serve as Village's contact.
- Determine the date and hours of the party. It is usually best to include a rain date as well.
- Pick up or download the Block Party Petition application to complete.
- The chairperson or other member of the committee should circulate the Petition to get permission from the residents of the street to close it. **While it is not necessary to obtain a signature from every household on the street, it is important that each household be informed of the planned closure as this petition basically advises the Village that there are no objections to the street being closed.**
- Submit the signed petition form to: Village of Shorewood Customer Service Department, 3930 N. Murray Avenue, Shorewood 53211 or by fax 414.847.2606 or by email to cs@villageofshorewood.org **at least two (2) weeks before your planned block party.** This allows sufficient time for the approval process to be completed, as several departments (Police, Fire and Public Works) are involved.
- Block parties are permitted any day of the week. Due to the limited number of barricades available, we are limited to five (5) block parties per day and only five (5) block parties over the weekend.
- If there is any concern about date availability, you may contact the Customer Service Department (414.847.2700) in advance. Requests are processed based on the date the signed Block Party Petition form is received in the Customer Service Department office.
- Following approval by the Village Manager, a letter will be emailed to the address provided on the Block Party Petition form.

SAFETY CONCERNS

Because the street is being closed to traffic, it may only be closed on the day of the party:

- Between the hours of 9 a.m. and 8 p.m. (9 a.m. and 8:30 p.m. during daylight savings time) **without** using lighted barricades.
- Between the hours of 9 a.m. and 10 p.m. **with** lighted barricades. **Depending on other demands, lighted barricades may not be available on the requested dates and will be provided on a first request basis.**

In either case, the party may not go beyond 10 p.m. when the Village’s noise ordinance goes into effect.

- Streets must be closed from intersection to intersection. In the case of cul-de-sacs, from the cul-de-sac to its intersection with the adjoining street. For safety reasons, no partial block closing will be permitted.
- The Village Department of Public Works will deliver a sufficient number of street barricades (provided they are available) to the end of the block on the work day preceding the party and pick up the barricades at the same location on the next working day following the party.
- It is the responsibility of the chairperson (or designated resident) to erect and maintain the barricades in a proper position during the time the street is closed. (See setup example below.) Naturally, after the scheduled end time, the barricades should be promptly removed.
- Vehicles should not use the closed street except in the case of an emergency. Residents who plan to use their cars on the day of the party are encouraged to move them from the block **before** barricades are placed and not to return them until the party is over. Children have a tendency to enjoy playing in the street and running across it without looking when it is closed. If possible, cars should not be parked on the closed street.

USE OF ALCOHOL

- If alcoholic beverages are served at your party, please use responsibly.
- Use of alcohol by individuals under age 21 is against the law.

CONSIDERATION OF NEIGHBORS

- On occasion the Village has received complaints from neighbors on adjoining blocks about loud noises, etc. Please be considerate of them and refrain from using loud music, especially in the evening hours.
- Any complaints received by the Police Department concerning the party will be brought to the attention of the block party chairperson for correction if necessary.
- We also ask that the street be cleaned of litter after the party.

STREETS WHERE BLOCK PARTIES ARE PROHIBITED

Due to traffic conditions, block parties **MAY NOT** be held on the following streets:

E. Capitol	N. Oakland
N. Wilson	N. Lake
N. Edgewood	N. Maryland
N. Murray (south of E. Capitol Drive)	N. Downer (south of E. Capitol Drive)
N. Morris (south of E. Capitol Drive)	

Should you have any questions concerning the above information, please contact Customer Service at 414.847.2700.

Have a fun and safe block party!