

Closing a Village Street for an Event

1. All requests must be made by permit application to the Village Board of Trustees requesting that a Village Street(s) be closed for a specific function. The application must be received in advance of a regularly scheduled Board of Trustees meeting.
2. The following information **MUST** be included.
 - a. Type of event
 - b. Date(s) of event
 - c. Street area(s) requested to be closed
 - d. Duration of the street closing
 - e. Parking or no parking being allowed within the requested closed area
 - f. Any Village employees or village utilities needed for the event (the Village may require compensation for employees and/or utilities such as electricity or water, including water for filling barrels to secure tents)
3. Signs for “no parking” will be placed by Village employees on the last regular work day preceding the special event. No parking will be allowed after 6:00 a.m. on the day of the event to ensure that the no parking request can be fulfilled.
4. Parking may be eliminated along detour routes to allow for adequate traffic flow.
5. An unobstructed path of a minimum width of 12 feet must remain open to allow the passage of emergency vehicles, even on a closed street.
6. No later than two weeks before the event, the applicant must meet with the Superintendent of Public Works and the Police Chief together to go over the permit. This meeting will cover sign locations, equipment needed, detour routes, security, etc.
7. Event organizers must also meet with the Chief of the Fire Department, or his designee, to review safety and emergency equipment access considerations a minimum of two weeks before an event.
8. If the street closure is during a period when the trolley runs and is in an area used by the trolley, event organizers must establish a detour trolley route and alternative trolley stops with the Superintendent of Public Works and Birnie Bus.
9. Event staff must provide written notification to all building occupants—both residential and commercial—in the affected area a minimum of 72 hours preceding the closure.
10. All equipment needed for the closing will be delivered by the Public Works Department to the designated locations the last regular work day prior to the event. All equipment being delivered will be left in the grass area between the street and the sidewalk unless other arrangements have been made. The Village will pick up all equipment on the first work day after the event.
11. It is the responsibility of the event staff to set up and take down the equipment for the street closing. Event staff are also responsible for correctly placing detour signage provided by the Village.
12. Failure to adhere to the procedures outlines above may result in rescinding of the permit.