



CITY OF CHICAGO
 Department of Transportation
 121 North La Salle Street, City Hall - Room #905
 Chicago, Illinois 60602
 Tel: 312-744-4652 Fax: 312-744-4627



DATA COLLECTION FORM FOR A PERMIT TO HOLD A BLOCK PARTY
 (Recreational Street Closing)

Date of Application: _____ Ward: _____

Please note: A block party permit cannot be used to close any thoroughway of Federal Aid Urban Street, to close a street with a bus route, to close any street prior to 8:00 A.M. or past 10:00 P.M., to close any street for more than one (1) day in succession, or to close any street for commercial purposes.

Applicant Information:

Permit Issued to: _____

Address: _____ Telephone No.: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Emergency Contacts:

Name: _____

Address: _____ Telephone No.: _____

City: _____ State: _____ Zip Code: _____

Please answer the following questions:

Even Location (i.e., State Street from 1100 N. to 1199 N.) – request can only be one (1) block long (street intersection to street intersection).

Street: _____ From: _____ To: _____

Purpose: _____

What is the date of the event: _____ Start time: _____ End time: _____

For a block party to be approved and issued by the Chicago Department of Transportation the permit request must be entered by the Aldermanic Office in which the block party is taking place in the Service Request (CSR) system.

Entry of the request constitutes the Aldermanic request for a recreational street closing in accordance with the provisions of Section 9-12-040 of the Municipal Code of the City of Chicago.



CHICAGO FIRE DEPARTMENT

Special Events
3510 S. Michigan Ave 2nd FL
Chicago, IL 60653
Fax: 312-745-3679

Attn: Chief Verdie P Allen

Coordinator of Special Events

I am requesting a C.F.D. fire truck or engine at the following event:

TYPE OF EVENT: _____

DATE: _____

LOCATION: _____

*ALDERMANIC WARD: _____

TIME: _____

CONTACT PERSON'S NAME: _____

CONTACT PERSON'S PHONE NUMBER: _____

***NOTE: ALDERMANIC WARD MUST BE COMPLETED**

I/we understand all C.F.D. equipment is considered "in service" meaning that should an emergency situation occur it will take priority, and C.F.D. will respond to that incident.

The C.F.D. will not turn on fire hydrants or gives rides.

Confirmation for block parties can no longer be provided. The C.F.D. will make every attempt to honor all Block party and special event request.

Request for Mounted Unit Attendance

Dear Assistant Deputy Superintendent – Special Functions Group,

I am writing to inform you of a special event and to request the Chicago Police Department Mounted Unit to be present, if possible.

Event:

Date of Event:

Time of Event:

Location:

Contact Person:

Address:

Phone:

Requests may be mailed or faxed to the following:

Address: Chicago Police Department
Special Functions Group – Unit 141
Attn: Assistant Deputy Superintendent
3510 South Michigan Avenue – 4th Floor
Chicago, Illinois 60653

FAX : 312.747.5395

CITY OF CHICAGO'S **Bicycling Ambassadors**



30 North LaSalle Street, Suite 500, Chicago, Illinois 60602 • ph 312.744.8251 fax 312.742.2422 • www.bicyclingambassadors.org

City Of Chicago's Bicycling Ambassadors

Program Summary and Backgrounder

- WHO WE ARE:** The Bicycling Ambassadors are the City of Chicago's bicycle safety outreach and education team. They are a part of the Chicago Department of Transportation Bicycle Program.
- WHAT WE DO:** City Of Chicago's Bicycling Ambassadors promote bicycling safety to all road users — bike riders, motorists, and pedestrians —and help all Chicagoans use bikes more.
- WHEN:** The Ambassadors promote bicycle safety year round, but mostly during the summer months from May to September.
- WHERE:** City Of Chicago's Bicycling Ambassadors reach people by participating in existing community events throughout Chicago. You may find the Bicycling Ambassadors at neighborhood festivals, farmers markets, in parks, working with day campers, at libraries, in front of retail outlets, on the bike trails in Chicago and at community meetings.
- WHY:** City Of Chicago's Bicycling Ambassadors help carry out the City of Chicago's *Bike 2015 Plan*, which has the following goals:
- Reduce the number of bicycling-related injuries and deaths.
 - Help all street-users — bike riders, motorists, and pedestrians — better share the road.
- HOW:** The Ambassadors provide face-to-face education by engaging people in discussions about safe bicycling. They also give demonstrations to kids, teens and adults. The Ambassadors also work with communities to identify and address local transportation safety concerns.

Services Provided by City Of Chicago's Bicycling Ambassadors

- Helmet fittings
- Bicycle safety checks
- Presentations on how to avoid car-bike crashes
- Explanation and demonstrations of bike-carrying racks on CTA buses
- Distribution of safety materials and bike maps
- Assistance to non-bikers or novice bikers to improve or increase their bicycling
- On-bike drills and safety training
- Advice for Chicagoans who seek to bike to work or school
- Instruction to motorists and bike riders on the use of bike lanes
- Presentations at schools, summer camps and CAPS meetings



A Program of the Chicago Department of Transportation

EVENT REQUEST FORM

City of Chicago's
Bicycling Ambassadors



30 North LaSalle Street, Suite 500
Chicago Illinois 60602
ph 312.744.8251
fax 312.742.2422
www.bicyclingambassadors.org

This request form is also available on-line at www.bicyclingambassadors.org

Event _____ Date of Event _____
 Address _____ Ward _____ Police District # _____
 Start Time _____ A.M. P.M. End Time _____ A.M. P.M. Rain Date _____
 How did you learn about us? _____
 Have you done this event before? Yes No Did you issue a press release for this event? Yes No
 Goals and/or message at the event _____

Ambassadors should focus on:
 adult bicycling safety commuting, shopping and/or carrying by bike helmet fitting
 child bicycling safety motorists share the road with bikers bus-rack demonstration
Ambassadors are requested to do: display presentation: length _____ minutes news media interview
 Have people been encouraged to bring their bicycles to the event? Yes No
 What non-English languages will people speak at this event? Spanish Polish Korean Chinese other _____

Primary Contact Information		On-Site Contact for Event	
Organization		Organization	
Name		Name	
Phone		Phone	
Address		Address	
Zip	Fax	Zip	Fax
E-mail		E-mail	

AGES: 1-5 6-8 9-11 12-17 18-24 25-30 31-65 66+ **No. of people expected:** _____
 If this is a children's event, how will they arrive? _____
Others attending
 Gov't Officials: No Yes Who: _____
 Police Units: No Yes Who: _____
 News Media: No Yes Who: _____
 Sponsors: No Yes Who: _____
 Other _____

SITE: indoor outdoor If outdoor: on grass under tent on pavement on dirt
 You will supply the Ambassadors: a table chairs other _____ no equipment
 If the Ambassadors are assigned a booth or location number, enter here _____ (Please attach site map if available.)
Event Agenda - Will there be: (Please attach event agenda or schedule if available.)
 Presentations: No Yes If yes, describe: _____
 Entertainment: No Yes If yes, describe: _____
 Items for sale: No Yes If yes, describe: _____
 Give-aways: No Yes If yes, describe: _____

Ambassador Office use only: Date received _____ Date confirmed _____ By whom _____
 community event Ambassador event city event school park