

Let's Party! Trailer Reservation

Policies & Procedures



Purpose

The *Let's Party!* Trailer must be used for holding a neighborhood block party or community building event hosted by a group of residents living in the neighborhood. The event must be open to all residents living in the neighborhood.

Restrictions

The *Let's Party!* Trailer is available for neighborhoods to reserve at no charge. The trailer cannot be used for private events, including but not limited to birthday parties and graduation parties. Failure to respect the intended purpose of the Trailer may result in loss of future reservation privileges.

Frequency

Neighborhoods may reserve the trailer one time per calendar year and make reservations up to six months in advance. Residents reserving the trailer must complete all forms (including Waiver Release) and agree to the Policies & Procedures before the reservation is confirmed on the calendar.

Duration

Let's Party! Trailer reservations occur over a weekend. The trailer will be dropped off on a Friday afternoon around 4 p.m. and will be picked up the following Monday around 9 a.m.

Street Closures

Block parties held on a public street require a petition for street closure. These petitions must be received at least 14 days before the proposed event. Petition must be signed by 75% of residential properties that are adjacent to the proposed street closure. Fire Department approves all street closure permits.

Drop-Off

Prior to your event, the location for trailer drop-off will be approved by City personnel (Fire Dept). On the Friday before your event, the trailer will be dropped off at that location. *The neighborhood contact must meet City staff to receive the trailer, inspect the contents, and sign the contents check-out sheet.* Only City staff is allowed to hitch and move the trailer. Residents will not be permitted to move the trailer at any time.

Pick-Up

The trailer will be picked up the following Monday morning and returned to City facilities. *There is no need for a neighborhood representative to be present during pick-up time.* City staff will inspect the trailer and its contents. After final inspection is complete, City staff will email the neighborhood's main point-of-contact (and/or party planning group) confirming we have received the Trailer and the check-in process is complete.

Damage

If the trailer is damaged or if any trailer contents are damaged or missing, City staff will contact the neighborhood's main point-of-contact (and/or party planning group) to gather the necessary information to report loss or damages.