



## 2020 BLOCK PARTY TRAILER APPLICATION

The City of Vadnais Heights

800 East County Road E • Vadnais Heights, MN 55127

Phone: 651.204.6000 • Fax: 651.204.6100

www.cityvadnaisheights.com

**Block Party Rental Fee:** \$78.00 (*includes tax*) **Required Deposit:** \$200.00

This application form must be filled out completely and submitted along with the \$78.00 rental fee and \$200 deposit. The fee and deposit can be paid by cash, check or credit card.

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_ (*approved applications will be sent by email*)

Event Date: \_\_\_\_\_ Alternate Date(s): \_\_\_\_\_

Exact location for delivery of Block Party Trailer: \_\_\_\_\_

**An adult must be present at both time of delivery and pick up. A staff member will contact you to arrange and confirm the delivery times the week of your rental.**

This application is for (check one):

Individual Gathering: A property owner, located in the service area, who is hosting an event such as a birthday party, graduation, or family reunion.

Block Party: A neighborhood gathering, located in the service area, of at least five families who reside in the same neighborhood. List names, addresses, and phone numbers of four other families:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Cancellations:** If the reservation is canceled for any reason, a cancellation fee of \$25.00 will be charged to cover administration. No refunds are given 30 days prior to the rental date.

**Any misrepresentation of application status will result in forfeiture of damage deposit and revocation of opportunity to submit application in the future.**

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

The applicant acknowledges and agrees to defend and hold harmless from liability the Vadnais Heights Lions Club and The City of Vadnais Heights in case of accident or injury.

*The purpose of the Block Party Trailer is to encourage neighborhood residents in organizing block parties.*

**Block Party Trailer Reservation Procedure**

1. To check availability on a date, please call Parks & Recreation at 651-204-6061.
2. Submit completed application form with the \$78.00 rental fee (*includes tax*) and the \$200 deposit. Fee and deposit can be paid by cash, check or credit card.
3. If requested date is available, a confirmation letter and receipt will be emailed to the applicant.
4. If possible, applicants are encouraged to list alternate dates.
5. If requested dates are not available, all fees will be returned promptly.
6. After the event, once the trailer has been inspected by the City and it shows there is no damage, theft or loss of equipment and the key is returned, a refund check for the deposit will be issued by mail (*approx. 2-4 weeks*). **The refund check for the deposit will be made payable to the original payer.** If the inspection shows damage, theft, or loss of equipment, the cost of damage or lost equipment will be deducted from the refund. The applicant will be responsible for payment of costs that exceed the \$200 deposit.

**General Information**

1. Block Party Trailer will not be transported outside City limits.
2. Block Party Trailer is available for use between May 1 and September 15.
3. The Applicant shall be liable for any loss or damage to the Block Party Trailer and its contents.
4. The Applicant shall not transfer or relinquish said permit to another person or group without written permission of the City.
5. Only the City can transport the Block Party Trailer. The Block Party Trailer cannot be relocated once it has been delivered.
6. The City shall have the authority to revoke a permit upon evidence of violation of City ordinance, permit, or abuse of trailer or contents.
7. All paper and other party debris must be disposed of properly at the conclusion of the party and not be placed in trailer. The trailer should be returned clean and neat and in the same condition as it was when delivered.
8. *A staff member will be contacting you the week of the rental to confirm delivery and pick up times.*  
Delivery/Pick up of Block Party Trailer:  
**Weekends:** *Saturday rental:* Delivered by 9 a.m. that day (if there is no rental on the preceding Friday, it will be delivered during normal business hours on Friday) *Sunday rental:* Delivered by 9 a.m. that day (if there are no rentals on the preceding Friday or Saturday, it will be delivered during normal business hours on that Friday). Pick up will be the morning after event at 8:30 a.m. or the next work day following the event.  
**Weekday:** Delivered day of event at 9 a.m. and picked up morning after event at 8:30 a.m.
9. All items should be stored and secured in trailer and not left out overnight.

**Make it a Green Event!**

Whether you're hosting a block party, graduation, family reunion, or other gathering, make it a green event! Consider using recycling containers to reduce waste. Portable containers are available to loan at no cost the residents. These portable containers collapse for transport and come with your choice of signage and bags that attach to the assembled frame. For more information or to request a container to loan, call 651-204-6000.

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**For Office Use Only**

Fee Due \$ \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_  
Deposit Due \$ \_\_\_\_\_ Deposit Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_  
**Name on Deposit** (*if different from applicant*): \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Reservation Confirmation Sent: \_\_\_\_\_ Entered in computer: \_\_\_\_\_ Staff Initials: \_\_\_\_\_  
Key Returned: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

DATE: \_\_\_\_\_

### PARTY WAGON SUPPLIES INVENTORY SHEET

ITEM	QTY	DROP OFF CONDITION	PICK UP CONDITION	NOTES
6 FOOT TABLES	6			
FOLDING CHAIRS	34			
VOLLEYBALL NET AND POLES	1			
VOLLEYBALL	1			
BOCCE BALL SETS	2			
TUG O WAR ROPE 48 FOOT WITH 28 HANDLES	1			
RING TOSS	1			
CORNHOLE	1			
BEAN BAGS	18			
PARACHUTE	1			
HULA HOOPS	12			

CUSTOMER SIGNATURE: \_\_\_\_\_