



Block Party Trailer Policies and Procedures

Rental Information:

- Rental of the Block Party Trailer is available for free to residents of the City of Vandalia. A refundable deposit of \$50 is required to reserve the trailer.
- Any person or neighborhood organization desiring to use the Block Party Trailer must complete the online Block Party Trailer rental application.
- The Block Party Trailer is available for use on Fridays, Saturdays, and Sundays. Reservations for the trailer are for the entire weekend.
- Reservations must be made no later than two weeks prior to desired date of use.
- Reservations are taken on a first come, first served basis.
- Cancellations must be made five business days in advance of the scheduled drop off date.
- The Applicant is responsible for the cost for any repairs or replacement of damaged contents of the trailer while the trailer is in the Applicant's possession.
- The Applicant reserving the trailer must:
 - Be the party host/organizer.
 - Be at least 18 years of age and a City of Vandalia resident.
 - Be available to take delivery of the trailer at the agreed upon drop-off time which will be during regular City business hours.
 - Accept responsibility for the Block Party Trailer and its contents from the time of delivery, through the time the trailer is picked up by City staff.

- Make a deposit of \$50 on a major credit card. Deposit will be refunded within 5 business days of trailer return so long as trailer and its contents are returned clean and good condition.
- Identify where the event will be:
 - Option 1: Trailer will be used completely on private property
 - Option 2: Trailer will be used on City right-of-way
 - Option 3: Trailer will be used at or near a public park (Note: Additional space rental of reservation may be required through the City of Vandalia Parks and Recreation Department)

Trailer Use (Drop-Off):

- Upon Block Party permit approval and Block Party Trailer reservation confirmation, party host must designate a legal parking spot where the Block Party Trailer can be dropped off.
- 24-hours before scheduled drop-off, City staff will email the party host the combination to the locks on the Block Party Trailer doors for entry.
- City staff will drop off the trailer by 12:00 p.m. on the day of the start of the rental.
- Block Party Trailer **must** remain in designated parking space for the duration of the rental. This trailer is to only be moved by City staff.

Trailer Use (Pick-Up):

- The condition of the Block Party Trailer and its contents is to be the same as they were in at the time of drop-off, including but not limited to:
 - All tables, chairs, and coolers must be wiped down and/or rinsed out
 - All trash removed and disposed of
 - Trash and recycling bins have been provided, however party host is responsible for the proper disposal of all trash and recycling items.
 - Provided recycling and trash bins along with the provided can liners must be used at all Neighborhood Block Party Trailer events.
 - All games and pieces returned to their designated boxes/bins
 - Trailer security locks, wheel blocks, street barricades, and keys are in place and returned in proper working order.

- Once the trailer is packed and all items are confirmed to be in their designated place, please hit “Reply All” on the email you received for drop-off and let City staff know the trailer is ready to be picked-up.

Additional Information:

- The Block Party Trailer is to remain locked at all times when not in use.
- Applicant is encouraged to routinely check the status of the trailer’s safety equipment throughout use including:
 - Ensure all wheel blocks and trailer stability equipment is securely in place.
 - The trailer is secure.
- Block parties are free events. The host may not charge guests.
- Damage to the trailer, trailer contents or missing items or failure to abide by the policies and procedures set forth herein will result in loss of the Applicant’s ability to reserve and utilize the trailer for two years.

I acknowledge and agree to be bound by the above-mentioned terms and conditions.

Event Organizer (Print Name)

Event Date(s)

Event Organizer (Signature)

Date

Staff Signature

Date Received

Applicant Initials: _____