



2008 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

This application form must be filled out completely and submitted with separate checks for the fee (\$70) and damage deposit (\$200). Refer to Reservation Procedure sheet for further information. The person submitting this application must be an adult.

Applicant Name: _____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Event Date: _____ Alternate Date(s): _____

Exact location for delivery of Block Party Trailer: _____

An adult must be present at both time of delivery (9 a.m.) and time of pickup (8:30 a.m.).

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. _____

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.

Block Party Trailer Reservation Procedure

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

Reservation Procedure

1. Submit completed application form and applicable fees (two separate checks) A \$200 refundable damage deposit check is required and should be a separate check from the fee payment. The daily fee is \$70/day.
2. If requested date is available, a confirmation letter and receipt will be sent to the applicant.
3. If possible, applicants are encouraged to list alternate dates.
4. If requested dates are not available, all fees and the damage deposit will be returned promptly.
5. Phone reservations will not be accepted.

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. Delivery of Block Party Trailer:
Weekends: Delivered the Friday preceding event and picked up the next work day following the event or by 8:30 a.m. if scheduled to be used the following day.
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.
10. A check for the \$200 damage deposit must be submitted with the application. The deposit check will be held, uncashed, until the Trailer has been inspected after the event. If the inspection by the City shows no damage, theft, or loss of equipment, the check will be returned to the applicant. The damage deposit check will be cashed and applied to the cost of damaged or lost equipment if the inspection shows damage, theft, or loss of equipment has occurred. The applicant will be responsible for payment of costs that exceed the \$200 deposit.

For Office Use Only

Applicant Contacted By: _____ Date: _____

Total Due \$ _____ Fees Collected By: _____ Date: _____

Payments Made By: _____ Fee Check #: _____ Deposit Check #: _____

Date Reservation Confirmation Sent: _____

Block Party Trailer Supplies Inventory Sheet

Item	Qty	Drop Off Condition	Pick Up Condition	Notes
Tables, 6-ft long	6			
Chairs, Folding	32			
First Aid Kit	1			
Cones, 18-inch Orange	14			
Volleyball Net/Poles	1			
Volleyballs, Foam	2			
Volleyballs, Colored Rubber	2			
Bocce Ball Set	1			
Tug-o-War Rope (48-foot long w/28 handles)	1			
Potato Sacks	24			
Tic-Tac-Toe Board w/9 bean bags	1			
Fire Extinguisher	1			
Road Barricades (sets)	3			
Parachute	1			
Ring Toss	1			
Hula Hoops	12			
Bean Bag Target w/9 Bean Bags	1			
Door Key	1			

DROP OFF

PICK UP

Applicant's Signature

Applicant's Signature

Parks/Public Works Signature

Parks/Public Works Signature