

Block Party Trailer

Request Form

*Applicant

*Mailing Address

*Phone Number

*Email

*Requested Trailer Location (Address)

*Please indicate your desired drop off and pick up times (8am-5pm)

*Drop Off Time

*Pick Up Time

*Requested Date (1st Choice)

*Requested Date (2nd Choice)

*Requested Date (3rd Choice)

*Are you considering closing the street? (Please see the [Special Event Application](#))

*Will you have any of the following (Please indicate location of item(s) in the required event map):

Yes

No

Amplified Music

Generator

Bounce House

Pop Up Tent

Catered Food or BBQ Grill

None of these

Food Sales

*How did you find out about the Block Party Trailer?

City Manager's Update/City Website

Saw the Trailer around Monrovia

Monrovia Area Partnership Website/Newsletter

Word of Mouth

Social Media (Instagram, Facebook)

Other

Flyer at a City event

*The purpose of the Block Party Trailer is to help with community building within neighborhoods. By using the Block Party Trailer, what do you hope to accomplish? (check all that apply)

Connect with Neighbors

Use it for an annual neighborhood meeting/gathering

Identify Volunteers

Capacity building — developing and strengthening skills, abilities, processes and resources

Find residents interested in starting a neighborhood group

Build Connections to the City

*Would you like a representative from the Monrovia Area Partnership (MAP) to attend the Block Party?

Yes

No

Applicant shall indemnify, defend, and hold harmless the City of Monrovia, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Applicant's authorized activities under the terms of this application unless solely caused by the gross negligence or willful misconduct of the City of Monrovia, its officers, employees, or agents.

The information provided in this application is true and correct. I have read and understand this application and agree to the attached Block Party Trailer Policy and Conditions of Use. When signing on behalf of an organization, I confirm I am an authorized agent of the organization submitting this application and am authorized to sign this application on its behalf.

*Date

*Signature

Block Party Trailer

Policy and Conditions of Use

Any community member who reserves the Block Party Trailer must adhere to the following policy and conditions of use:

Policy

- Submit reservation request at least 3 weeks prior to the requested event date, but not more than 6 months.
- Reside within the incorporated boundaries of the City of Monrovia.
- Live within .25 mile of the requested drop-off location.
- Be an individual 21 years of age or older.
- Provide reliable contact information (to include cell phone and email).
- Ensure the MAP Block Party Trailer was not hosted on the same block as the current request within 60 days of each other.
- Sign the MAP Block Party Trailer Checklist.
- Be present to inspect the trailer and contents upon delivery and departure.
- Assume responsibility for the trailer and its contents from the time of delivery, until the trailer departs.
- Deposit is not required for the Block Party Trailer; however, in the event of any damage or loss to the trailer and/or any of its contents, the Applicant shall be responsible and reimburse the City for the cost of repairing the damage to the trailer and/or replacing its contents.

Use of the MAP Block Party Trailer requires a Special Event Permit **if you decide to close the street**. Special Event Permits for block parties require:

- Approval of Application
- Site plan indicating location of tents/canopies/tables/chairs/games/trailer and show where the barricades will be placed.
- Requires signatures from all residents within the barricade street enclosure.
- Tent dimensions must be included for Fire Department review
- If any portion of the event is on City property or the public right of way (i.e. street or sidewalk) – requires insurance naming the City of Monrovia as additionally insured. Note: If all activities are held on private property then insurance is not required.
- Payment of special event permit fee

Conditions of Use:

- No items may be placed on the street or on sidewalks unless a special event permit and the required certificate of insurance and endorsement naming the City of Monrovia as additionally insured is provided.
- Use of the trailer shall comply with all federal, state, and local laws.
- A City of Monrovia employee will deliver the trailer at a pre-arranged location and time.
- The household will not be permitted to move the trailer at any time.
- A City of Monrovia employee will pick up the trailer at an agreed upon location and time.
- A household member must be present at pick-up to complete a post-event checklist inspection.
- All inventory items must be clean, dry, and secured in their appropriate spaces before pickup. The trailer should be swept and free of any trash.
- The trailer must be used for free neighborhood events/block parties/gatherings only and not for private events.
- All events using the trailer must be inclusive, open, and accessible to all nearby neighbors.
- Doors to the Block Party Trailer are to be secured and locked at all times when the trailer is not in use.

ACCEPTED

*Date

*Signature