



## **Block Party Trailer Policies and Procedures**

- \* Trailer is available on Friday, Saturday or Sundays only. Trailer will not be available on Holidays, but would be the weekend before or after.
- \* The trailer can only be reserved once per weekend. Select the Friday of the weekend you would like to reserve the trailer. The system will not allow you to pick any other day. For example: If you would like to host your neighborhood block party on Sunday, September 22 then reserve the block party trailer on Friday, September 20. The block party trailer will be dropped off to you on Friday, September 20 and it will be picked up on Monday, September 23.
- \* When delivered the trailer will be parked in front of or in driveway of address on file for the party host.
- \* Trailer will be delivered to Town of Superior addresses only.
- \* The person reserving the Block Party Trailer must:
  - Assume responsibility for the vehicle and its contents from the time it is dropped off until it is picked up.
  - Be a Town of Superior resident, 21 years of age or older and serve as the party host.
  - Ensure the doors to the trailer are secured when not in use.
- \* The party host and users are solely responsible for party set-up, clean-up and are expected to reload the trailer in an orderly fashion.
- \* Any necessary equipment, food or paper products will be the responsibility of the group holding the block party.
- \* Block parties are free events and hosts cannot charge guests.
- \* Amplified music is not permitted.
- \* The party host will be emailed instructions for unlocking and locking the trailer doors prior to the reservation date.
- \* All trash and recycling must be collected and disposed off at the conclusion of the party.

- \* Trailer contents must be must to be cleaned prior to putting back in trailer and in the same condition as when they were dropped off.
- \* An inventory checklist must be completed and signed by the party host prior to locking up the trailer.
- \* A \$200 damage deposit submitted by party host will be refunded after the trailer is inspected and all items are confirmed.
- \* If equipment is returned broken or dirty, you may not be able to rent again.

### **Additional Information and Applications**

If you need to limit access to your street for your block party, you will need to complete and return a **Street Obstruction Permit Application**. Application and fees must be submitted to the Public Works Dept. a minimum of 14 days prior to your reservation. The Town of Superior will supply all necessary traffic barricades and cones prior to the event. Barricades and cones shall be placed no earlier than 9 a.m. on the day of the block party and removed from the street prior to 9 p.m. All barricades and cones shall be placed back in the location they were delivered.

An **Alcohol Permit Application** must be completed if alcohol is to be consumed on Town sidewalks, streets or parks during your party. This application must be submitted to the Town Clerk Shannon Dujardin, [shannond@superiorcolorado.gov](mailto:shannond@superiorcolorado.gov), at least 30 days prior to the party for the Town of Superior to process and approve.