



BLOCK PARTY TRAILER

PROGRAM OVERVIEW

The City of Citrus Heights is thrilled to provide this Block Party Trailer as a resource to residents, neighborhood associations, and community organizations. We aim to encourage neighbors to come together, engage with each other, and help create a welcoming and safe place for everyone.

The Economic Development and Community Engagement Department designed the Block Party Trailer to support neighborhoods, build relationships, and create community connections, one block at a time!

What is Included

The Block Party Trailer comes stocked with all the essentials to host a neighborhood block party:

- Tables
- Chairs
- Water Jug
- Drink Tubs
- Coolers
- Barricades and cones
- Lawn games
- Small sound system
- Trash receptacles

Rental Guidelines

Eligibility – *Must be a Citrus Heights:*

- Resident
- Neighborhood Association
- Homeowner's Associations (HOA)
- Neighborhood Watch Group
- Community organization- 501(c)(3) organization
- Reservations must be for neighborhood and group events; private celebrations are **NOT** eligible

Trailer Use & Deposit

To reserve the block party trailer for an event, a \$500 deposit will be required.

If the block party trailer is returned with no damage, the \$500 deposit will be returned to the individual that reserved the trailer. If the trailer is returned with any of its contents missing, broken, or damaged, the \$500 deposit will not be returned, and the City may file a claim against your insurance policy.



Neighbors & Guests

The block party trailer is intended for use at community events open to the entire neighborhood.

Types of Block Party Events:

Private Property — The event will be on private property and cannot impact public right-of-way

- Requirement: Temporary Use Permit

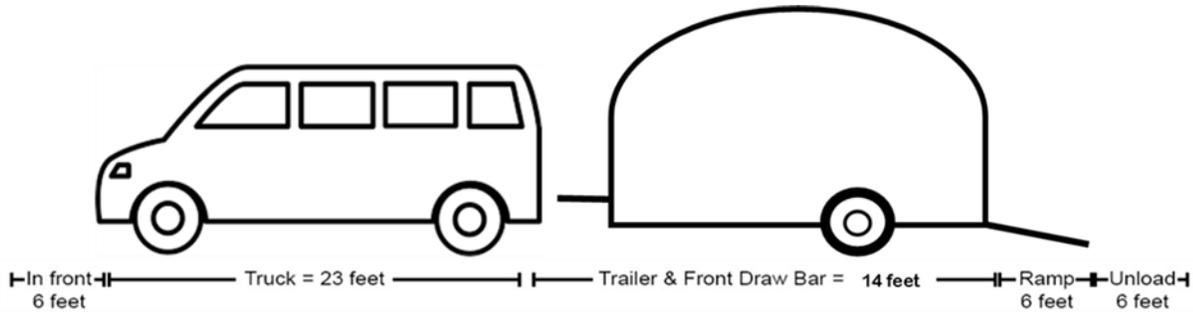
Street Closure — The event will impact the public right-of-way. A street may be closed, and the right-of-way will in some way potentially be impacted

- Requirement: Street Use Permit

Public Park — The event will impact a public park – Contact:

- Sunrise Recreation and Parks District 7801 Auburn Blvd, Citrus Heights, CA 95610
www.sunriseparks.com (916) 725-1585

Trailer Delivery and Neighborhood Responsibility



55 TOTAL FEET NEEDED TO DELIVER & PICK UP TRAILER

Applicant must be present to inspect the trailer and contents upon delivery and departure and assumes responsibility for the trailer and its contents from delivery until the trailer is picked up.

Trailer deliveries and pickup may only occur during regular City of Citrus Heights business hours, Monday through Friday, at a pre-approved location.

The trailer must sit on a flat surface, and the applicant may **NOT** relocate or move the trailer at any time.

Trailer Care

- Tables and chairs must be cleaned before returning to the trailer.
- Clean out water jugs, coolers, and drink tubs. Allow them to dry before returning them to the trailer.
- Ensure all items (chairs, tables, games, cones, and barricades) are returned to their appropriate location and secured for pickup.

Trailer Pickup

- A city employee will pick up the Block Party Trailer during regular business hours Monday through Friday following the neighborhood event.
- The trailer must be cleaned and loaded within 30 minutes of the scheduled pickup time.
- City staff will complete an inventory of the contents before leaving the location, and the registered host will be responsible for any missing or broken items.



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How to Reserve

- Complete [Block Party Trailer Rental Application](#). Reservations are based on availability and on a first-come, first-served basis. However, preference will be given to groups reserving for the first time. Applicants may make reservations no earlier than six months before the scheduled event and no later than 30 days before the event. E-mail application and signed waiver to BPTrailer@citrusheights.net.
- Apply for any applicable permits:
 - [Temporary Use Permit](#)
 - [Street Use Permit](#)
- Obtain Event Insurance: An applicant may provide their own insurance or contact the City of Citrus Heights Risk Management Division at 916-725-2448 and ask for a quote on Special Events Insurance through the City.
- There is a \$500 refundable deposit required to rent the trailer.

Reservation Date

An application **DOES NOT** guarantee reservation of the block party trailer! City staff will confirm all reservations via e-mail once all documentation is received (application, applicable permits, insurance, and deposit) BPTrailer@citrusheights.net at least 30 days before the scheduled event date.