



## Block Party Application Guidelines

- Applications can be picked up at City Hall, online at [www.surpriseaz.gov/blockparty](http://www.surpriseaz.gov/blockparty) , or by calling 623-222-3241
- Applications must be submitted a minimum of **2 weeks** before the proposed date. When representation from multiple city departments is requested, we require **3 weeks'** notice. Applications can only be approved 90 days prior to the party/event.
- An approved application is required to guarantee the date of your party. Applications are approved based on equipment availability, application completeness, event eligibility, and property owner approval (if applicable).
- Upon review of the application, City staff will circulate the application for department approval as necessary. City staff will work with the applicant to fill requests for City department representation wherever possible, but at a minimum will strive to have department information available for the party participants. Applicants requesting the Surprise Fire Department must complete the online application to request Fire-Medical at your event. You can find it on the City's website under Fire Medical Department or click: <https://www.surpriseaz.gov/FormCenter/Fire-Department-5-5/Fire-Department-Community-Affairs-Reques-37-37> Once you complete the application, Fire-Med will respond back to you and schedule a truck to attend the event.
- **All events are to be Drug and Alcohol free.** Any violation of this will result in an immediate termination of participation in the Block Party Program.
- The trailer may not be used for personal, commercial, religious, fundraising, or political purposes. ***The intent of the Block Party Program is to assist in the formation of neighborhoods, and to be a tool in bringing neighbors together.***
- Applicants are responsible to provide volunteers to assist with the on-site party set-up, clean-up, and reload of the trailer. An inventory of the equipment will be taken at unload and at reload of the trailer to assure there are no missing items. The trailer comes equipped with: chairs, tables, coolers, canopy tents, sports equipment, garbage bags, stereo-PA system, and a generator. City staff will deliver the trailer and be present during the event.
- The applicant can also receive a **Block Party Kit**, which includes a \$75 reimbursement to a local grocery store to help assist with the purchase of **prepared** food products or amenities. Food purchased must be already cooked and/or prepackaged so as to not require a food handler's card for distribution as mandated by the Maricopa County Health Department. Prior to the purchase Block Party applicant must fill out the Block Party Reimbursement Acknowledgement Form and upon purchase of the food items, ***the Block Party applicant must fill out a reimbursement request form and provide all receipts dated prior to the Block Party of the purchases, which must be submitted to the City of Surprise Neighborhood Services Technician no more than 14 calendar days after the event and allow up to 30 calendar days for reimbursement via check.*** Failure to do this will result in denial of the reimbursement.
- Once authorization has been received for a party date, the party applicant may arrange for the rental of a "bouncy house". The rental company **MUST** have the capability to accept Master Card for payment and show proof of comprehensive general liability insurance. After arrangements have been made with a company by the applicant, the city will deliver payment, up to \$125 (includes bouncy and generator rental) directly to that company.
- Any other needed equipment and/or food and paper products will be the responsibility of the group holding the block party. Bathroom facilities and trash receptacles are also the responsibility of the party organizer. Posters and flyers with the block party "logo" will be provided upon request to the applicant to assist with advertising efforts. These items will have blanks where the applicant can fill in information regarding date, time, and location.
- City staff will work with the applicant to fill requests for city department representation wherever possible, but at a minimum will strive to have department information available for the party participants. **City staff will be present for the duration of the event.**

Applications must be received between **two weeks and 90 days** prior to proposed event date.



### Block Party Application

Date of Application: \_\_\_/\_\_\_/\_\_\_\_\_ Block Party/Event Date: \_\_\_/\_\_\_/\_\_\_\_\_

It is recommended that parties run between two (2) to four (4) hours. Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Name of Applicant in Charge of Party/Event: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

Email: \_\_\_\_\_

Council District: \_\_\_\_\_ Subdivision/Community (if applicable): \_\_\_\_\_

Address (or cross streets) of Party/Event: \_\_\_\_\_

Location Type of Party/Event:

- Park/greenbelt/common area
- Front yard(s)
- Other: \_\_\_\_\_

Please describe your neighborhood:

- Single-Family Homes
- Townhomes
- Apartments
- Condos
- Other: \_\_\_\_\_

Purpose of the Party/Event: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Have you used the Block Party Trailer in the past? Yes No If yes, how many times? \_\_\_\_\_

How did you hear about the Block Party Program? \_\_\_\_\_

Have you arranged for volunteers to be available to assist with the set-up, tear down, clean-up and the unloading/reloading/packing of trailer? Yes No

Would you like for us to provide amplified music or sound? Yes No

Will there be power available? Yes No

Who is the owner of the property at the proposed Party/Event site?

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Has authorization been received to use the property? Yes No

City officials and staff are encouraged to participate in neighborhood block parties/events. Please specify below any departments you are requesting attendance from. **(Requests for staff attendance is subject to availability)**

Department	Specific Requests	
Mayor	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Council	<input type="checkbox"/> Yes <input type="checkbox"/> No	
City Manager's Office	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Surprise Fire Department	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Surprise Police Department (Neighborhood Patrol)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Surprise Block Watch Officer	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Department – Please list	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Please specify from the following departments whom you would like to receive information such as handouts or brochures regarding their services.

Department	Specific Requests	
Code Enforcement	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Community and Recreation Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Dial-A-Ride	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Public Works – Utilities, Water, Sewer, Trash	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PW – Recycling, Sanitation, Transportation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Senior Center	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Department – Please list	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Would you like to receive a Neighborhood Services **Block Party Kit**?  Yes  No  
**Kit** includes a \$75 reimbursement for food, authorization for payment of a bounce house, flyers, and posters.  
*Please schedule an appointment to pick up your kit.*

Will you be reserving a Bounce House for the party/event?  Yes  No  
 Limit of \$125 is authorized for payment of the bounce house and generator.

Please give a brief description of your party/event (activities, refreshments to be served, etc.):

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By signing below I am certifying acknowledgment of the Block Party Program Application Guidelines, and that all information provided in this application is true and correct.

\_\_\_\_\_  
 Signature of Applicant (Applicant must be 18 years of age or older)

\_\_\_\_\_  
 Date

**For additional information or questions: Please call 623-222-3241 or 623-222-1550.**

Upon completion, please email application to: Ervin.cutwright@surpriseaz.gov or mail to:

**City of Surprise – Human Services and Community Vitality**  
**Attention: Neighborhood Services/Block Party Program**  
 16000 N. Civic Center Plaza Surprise, AZ 85374

<b>FOR STAFF USE ONLY</b>	
Received Date: _____	NS Staff Representative: _____
Human Service & Community Vitality Department Approval: _____	

Department Approval (Staff Initial): Fire: \_\_\_\_\_ Police: \_\_\_\_\_ PW/Engineering: \_\_\_\_\_

Notes and/or stipulations: \_\_\_\_\_

## NEIGHBORHOOD MAP

Please provide a map of your Block Party/Event location **including boundaries** of the neighborhood it will be serving. A hand drawn sketch is acceptable.