



Block Party Application Guidelines

- Block Party Applications may be picked up at City Hall, found online at 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, the City requires at least **3 weeks'** notice. Events can only be scheduled up to 90 days in advance of the requested date.
- 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 Applicant. **City staff will be present for the duration of the event.**
- **All Block Party 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 Block Party 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. Use of the Block Party Trailer is subject to the following conditions:
 - **Inspection Prior to Use** – Applicant are fully and solely responsible for inspection of the Block Party Trailer and the equipment within the Trailer, prior to use by Applicant or their guests at the Applicant's Block Party event.
 - **INDEMNIFICATION FOR TRAILER/EQUIPMENT** – TO THE FULLEST EXTENT PERMITTED BY LAW, APPLICANT WILL INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY AND ITS COUNCIL MEMBERS, OFFICERS, BOARDS, COMMISSIONS, OFFICIALS, EMPLOYEES, OR AGENTS (COLLECTIVELY THE "INDEMNIFIED PARTY"), FOR, FROM, AND AGAINST ANY AND ALL LOSSES, CLAIMS, DAMAGES, LIABILITIES, COSTS, AND EXPENSES (INCLUDING, BUT NOT LIMITED TO, REASONABLE ATTORNEYS' FEES, CLAIMS PROCESSING, INVESTIGATION, COURT COSTS AND THE COSTS OF APPELLATE PROCEEDINGS) TO WHICH ANY SUCH INDEMNIFIED PARTY MAY BECOME SUBJECT, UNDER ANY THEORY OF LIABILITY WHATSOEVER ("CLAIMS"), INsofar AS SUCH CLAIMS (OR ACTIONS WITH RESPECT THEREOF) RELATE TO OR ARISE OUT OF THE USE OF THE BLOCK PARTY TRAILER AND/OR THE EQUIPMENT THEREIN BY APPLICANT OR THEIR GUESTS, INVITEES, CONTRACTORS, SUBCONTRACTORS, OR ANY THIRD-PARTY

USER OF THE BLOCK PARTY TRAILER AND/OR THE EQUIPMENT THEREIN. IN CONSIDERATION OF THE USE OF THE BLOCK PARTY TRAILER AND THE EQUIPMENT THEREIN, APPLICANT AGREES TO WAIVE ALL RIGHTS OF SUBROGATION AGAINST THE CITY, ITS OFFICERS, OFFICIALS, AGENTS, AND EMPLOYEES FOR LOSSES ARISING FROM THE USE OF THE BLOCK PARTY TRAILER AND/OR THE EQUIPMENT THEREIN BY APPLICANT OR THEIR GUESTS, INVITEES, CONTRACTORS, SUBCONTRACTORS, OR ANY THIRD-PARTY USER OF THE BLOCK PARTY TRAILER AND/OR THE EQUIPMENT THEREIN.

- **Block Party Kit:** The Applicant will receive a “Block Party Kit” from the City in which the City will assist the Applicant with:
 - Up to \$75.00 to assist with the purchase of prepared food products.
 - Up to \$125.00 to assist with the purchase of entertainment services, such as: bouncy house, etc.

The City will reimburse the Applicant up to the amounts stated above. The money will be provided to the Applicant directly and the Applicant is solely responsible and liable for the services procured. All funds provided by the City must be used for the purposes stated herein.

When seeking reimbursement: The Applicant must fill out a reimbursement request form and provide the City with receipts dated prior to the Applicant’s event within fourteen (14) calendar days after the event. Failure to fill out the Reimbursement Request Form or to provide the necessary receipts will result in the denial of the reimbursement.

All Block Party Kit procurements by the Applicant for prepared food products and/or entertainment services are subject to the following conditions:

- **INDEMNIFICATION FOR PROCUREMENTS** – ALL PROCUREMENTS MADE BY APPLICANT FOR THE BLOCK PARTY EVENT IS AT THE SOLE LIABILITY OF THE APPLICANT. THE APPLICANTS WILL INDEMNIFY, DEFEND, AND HOLD THE CITY, ITS OFFICERS, OFFICIALS, AGENTS, AND EMPLOYEES HARMLESS FOR, FROM, AND AGAINST ANY AND ALL LOSSES, CLAIMS, DAMAGES, LIABILITIES, COSTS, AND EXPENSES (INCLUDING, BUT NOT LIMITED TO, REASONABLE ATTORNEYS’ FEES, CLAIMS PROCESSING, INVESTIGATION, COURT COSTS AND THE COSTS OF APPELLATE PROCEEDINGS) TO WHICH ANY SUCH INDEMNIFIED PARTY MAY BECOME SUBJECT, UNDER ANY THEORY OF LIABILITY WHATSOEVER RELATED TO OR ARISING OUT OF ANY PROCUREMENT MADE BY APPLICANT FOR THE BLOCK PARTY EVENT.
- The Applicant is responsible for any other needed equipment and/or food, paper products, bathroom facilities, trash receptacles, and power (e.g. electricity).
- The City may provide posters and flyers with the block party “logo,” upon request to assist with advertising efforts. These items will have blanks where the Applicant can fill in information regarding date, time, and location.

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



SURPRISE
ARIZONA

Block Party Application

This Block Party Application is subject to all terms and conditions specified in the Block Party Application Guidelines. By signing this Application, the Applicant agrees to be bound by the terms and conditions in this Application and in the Block Party Application Guidelines.

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 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

Please include a map on the separate sheet. (See attached sheet.)

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	

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

By signing below, I (the Applicant) am certifying acknowledgment of the Block Party Application Guidelines and agree to be bound by all terms and conditions therein, and that all information provided in this Application is true and correct.

Printed Name
(Applicant must be 18 years of age or older)

Signature of Applicant

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

FOR STAFF USE ONLY

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.