

## Neighborhood Event Wagon Reservation Procedure

*The purpose of the Neighborhood Event Wagon is to encourage neighborhood residents to organize block parties to provide an opportunity for people to get to know their neighbors.*

The Neighborhood Event Wagon is a trailer with tables, chairs, and a wide variety of recreational equipment (i.e., bats, balls, games, etc.) that can be used to assist a community/resident group with a gathering at their Columbia Heights home, park, or business.

### Reservation Procedure

1. Submit completed application form to the Columbia Heights Recreation Department. A reservation fee plus tax is due at the time of the reservation. A \$200 refundable damage deposit check is also required.
2. Application requests must be made at least 5 working days prior to requested date.
3. All events must be located within the City of Columbia Heights.
4. The Event Wagon is available for use between May 1 and September 30, limited to one use per summer unless Event Wagon becomes available within four days of the requested date.
5. Reservations can be made over the phone by making payment with a Visa, Discover or Master Card.
6. The grantee of use permit shall be liable for any loss or damage to the Event Wagon and its contents.
7. The grantee of the Event Wagon will be responsible to insure that the orange safety cones are placed behind the trailer when located on a city street.
8. The grantee of use permit shall not transfer or relinquish said permit to another person or group without written permission of the Recreation Director.
9. Only the City of Columbia Heights staff can transport the Event Wagon. The Event Wagon cannot be relocated after it has been delivered by city staff.
10. If the grantee wishes to use the Event Wagon in a park, a Park Permit must be issued by the Recreation Dept. If it is necessary to block off a section of the street, a Block Party permit must be issued to grantee by the Police Department. The City of Columbia Heights shall have the authority to revoke a permit upon evidence of violation of city ordinance or permit.
11. All paper and other party debris must be disposed of properly at the conclusion of the event.
12. The trailer must be picked up in the condition it was left upon delivery.
13. **Delivery of Event Wagon:** Arrangements will be made approximately one week prior to the scheduled event. Normally, the Event Wagon will be delivered the morning of the event and picked up the following day. An adult must be present for both delivery and pick-up to verify the condition and inventory of equipment. If the event is held on a weekend, the Event Wagon will be delivered on Friday and picked up on Monday. If complaints are received, we will have the Police Department remove the trailer from its location.
14. A \$200 damage deposit in the form of a check must be submitted with the Event Wagon application form. The check will be held, uncashed, until the Event Wagon is inspected. Upon inspection by the City of Columbia Heights staff, should no damage, theft, or loss of equipment occur, the check will be returned to event organizer. If there is damage, theft, or loss of Event Wagon or its contents, damage deposit check will be deposited and amount of replacement expenses deducted from the deposited amount.