



Block Party Trailer Application

Oshkosh Healthy Neighborhoods (OHN) is thrilled to provide the Block Party Trailer as a resource to registered neighborhood groups when they host neighborhood events. Please review the following guidelines before submitting your reservation application.

Eligibility:

- You must live in a recognized neighborhood association with Oshkosh Healthy Neighborhoods
- Individual residents, businesses, nonprofits or other community organizations are not eligible to reserve the block party trailer in 2022.
- Reservations must be for neighborhood-wide events and a block party application with the City of Oshkosh must be obtained. Link below:
<https://www.ci.oshkosh.wi.us/SpecialEvents/BlockPartyRequestForm.pdf>

Reserving the Trailer:

- Reservations are made on a first come first serve basis starting May 10, 2022
- Neighborhoods may only reserve the trailer once a year.
- The reservation process begins once the application is submitted to Oshkosh Healthy Neighborhoods.

Process:

- After the application is completed (if you are accessing this application digitally), save the document, download as a PDF file, and upload your application PDF file to Oshkosh Healthy Neighborhoods website on the Block Party Trailer page or email lauren@gohni.org
- After the application is submitted, Oshkosh Healthy Neighborhoods will verify availability and arrange a drop-off/pick-up time and location.
- Neighborhood groups are responsible for securing applicable permits through City of Oshkosh special events. Proof that you have obtained the permit is required before the trailer is delivered.
- Primary contact must be present at the time of drop-off for orientation.

Trailer Care:

- Tables and chairs must be wiped down and dry before returning to the trailer.
- Please clean out coolers and ice chests and allow them to dry before returning the trailer.
- Please ensure that all items are returned to their appropriate places and secured with bungee cords.
- Before returning, please sweep the trailer floor and dispose of all trash.

I have read the terms and conditions and accept responsibility for returning the block party trailer in the same condition (or better!) as received.

Signature: _____ Date: _____



Reserve the Trailer

The Block Party Trailer is available on a first-come, first-served basis. Please complete the application form to reserve the trailer for your next neighborhood event!

Reservation requests open May 10, 2022

Problems and questions regarding BPT trailer should be directed to Lauren Carew at lauren@gohni.org or 920.450.7146

Neighborhood Association: _____

Date of block party: _____

Block party start time: _____ end time: _____

Number of people planning to attend: _____

Address for trailer drop off and pick up: _____

Have you used the block party trailer before? Yes ____ No ____

A City of Oshkosh block party permit is required to use the block party trailer. Have you obtained a permit? Yes ____ No ____

If no, go to the <https://www.ci.oshkosh.wi.us/SpecialEvents/BlockPartyRequestForm.pdf>

The City of Oshkosh requires a 45 day notice, but block parties are free.

Please select your pick up/drop off time in 2 hour increments

Pick up time: _____ date: _____
(two hour increments AM and PM options 10-12; 12-2pm; 2pm-4pm)

Drop off time: _____ date: _____
(two hour increment AM and PM options: 10-12; 12-2pm; 2pm-4pm)

Contact Information

Name of primary contact: _____

Address: _____

Email: _____

Primary Contact cell phone: _____

Name of secondary contact: _____

Address: _____

Email: _____

Primary Contact cell phone: _____

OFFICE USE ONLY

Crew member to drop-off & pick-up: _____

All inventory accounted for and cleaned: _____

