

Bentonville Great Neighborhoods Partnership  
**Neighborhood Program:  
BLOCK PARTY TRAILER**

<p><b>Block Party Trailer Description</b></p> <p>The Block Party Trailer includes everything you need to host a block party for your neighborhood. The trailer is available at no cost for registered neighborhood partners.</p> <p>The goal of the Block Party Trailer is to make it easier for neighbors to gather together and spend enjoyable time with one another. By spending time with neighbors and strengthening those relationships, communities become more resilient in the face of unexpected shocks and stresses. As a Registered Neighborhood Partner, an applicant only needs to reserve the trailer, add food and drinks, and gather their neighbors.</p> <p>The trailer is only available on Fridays, Saturdays and Sundays from March 1 through October 30. The trailer is delivered on Friday and picked up on Monday and cannot be relocated over the weekend.</p> <p><b>Included in the Trailer</b></p> <ul style="list-style-type: none"><li>• Trash and recycle bins along with bags</li><li>• Folding tables</li><li>• Folding chairs</li><li>• Cooler</li><li>• First aid kit</li><li>• Seasonal toys and activities</li></ul> <p><b>Reservation Process</b></p> <ol style="list-style-type: none"><li>1. Submit a request to reserve the Block Party Trailer through the online portal at least two weeks in advance of the event. <a href="https://www.bentonvillear.com/FormCenter/ItemAdminPreview/?formID=73">https://www.bentonvillear.com/FormCenter/ItemAdminPreview/?formID=73</a></li><li>2. A city representative will reach out to the applicant to confirm availability and provide the agreement for the use of the trailer, an inventory checklist, and details on the use and care of the trailer.</li><li>3. The applicant signs the agreement and returns to the city representative.</li><li>4. The city representative will then confirm the reservation.</li></ol> <p><b>Trailer Drop-Off &amp; Pick-Up Process</b></p> <p>After the applicant's reservation has been confirmed, they will receive an email. Details to include:</p>	<p><b>Eligibility Level</b></p> <p><input checked="" type="checkbox"/> Activating <input checked="" type="checkbox"/> Active <input type="checkbox"/> Inactive</p> <p><b>Program Contact</b></p> <p>Comprehensive Planning 305 SW A Street Bentonville, AR 72712 (479)271-3125 <a href="mailto:neighborhoods@bentonvillear.com">neighborhoods@bentonvillear.com</a></p>
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<ul style="list-style-type: none"><li>• Approximate times for trailer drop-off and pick-up.</li><li>• The code for the combination lock.</li><li>• Instructions regarding proper care and use of the trailer.</li><li>• General map of where items are stored within the trailer.</li></ul> <p>City staff will drop the trailer off in the designated area per the applicant's reservation on Friday afternoon and pick up on Monday morning.</p>	
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#### **After the Party**

1. Wipe down all tables and chairs with provided wipes.
2. Return all items to their original location in the trailer and secure with provided straps. A general layout of the items will be posted in the trailer along with labelled areas to make it easier to pack up
3. Complete and sign the inventory checklist list provided in the trailer to ensure all items are returned.
4. Once everything is packed, locked up, and ready to be picked up, applicant will "reply all" to the email received prior to the trailer being delivered alerting staff that the trailer is ready for pick up.
5. City staff will pick the trailer up and verify the inventory checklist is complete.

Have fun and please provide us with photos!