



Bellingham Parks & Recreation
210 Lottie St, Bellingham, WA 98225
PH: (360) 778-7000 FAX: (360) 778-7001
Office Hours: 8:00 am–5:00 pm M-F

Bellingham Block Party Trailer Guide

The City of Bellingham welcomes the opportunity to work with individuals wishing to build and strengthen relationships in their neighborhood. Block parties are a wonderful way for neighbors to come together and connect with one another in an informal and fun setting.

The following information details the rules and regulations regarding rental of the Bellingham Block Party Trailer. Please read this information carefully and let us know if you have any questions or need assistance.

WHAT IS A BLOCK PARTY?

A block party is a gathering of residents of a particular neighborhood block for the purpose of building relationships and fostering community.

Block parties can include: the closing of a single residential city street (required); the availability of food, music and refreshments; and activities and games.

Block parties DO NOT include: loud music; alcohol on public streets, sidewalks or other city property; unknown or uninvited guests; mandatory cover charges; closure of more than one street; any activities that could result in city code violations; more than the designated number of participants; any activity that violates the block party permit; or any illegal or unsafe activity or behavior.



WHAT IS INCLUDED IN THE BELLINGHAM BLOCK PARTY TRAILER?

The trailer has nearly everything you need to host a block party - just add food, drinks and your neighbors! Supplies include:

Tables (5) and chairs (20)

Water cooler

Toward Zero Waste Event Kit (plates, cups, cutlery, napkins)

Barricades and signs for closing the street

Safety equipment (first aid kit, fire extinguisher) and cleaning supplies

Games:

- Giant Connect Four
- Giant Jenga
- Hula Hoops
- Bubble Machine
- Football



HOW DO I RESERVE THE BELLINGHAM BLOCK PARTY TRAILER?

1. View the availability calendar at: <https://apm.activecommunities.com/bellingham> or call the Parks and Recreation Department at (360) 778-7000 to determine which weekends the trailer is available.
2. Submit the trailer reservation application to the Parks and Recreation Department at 210 Lottie St. or email to parks@cob.org. Requests should be made at least 15 days in advance of the block party date.
3. Apply for a [Special Event Permit](#) through the City's Permit Center. Block parties that meet the following criteria are not required to pay review fees or provide indemnification or insurance:
 - Attendance of three hundred (300) people or less; and
 - Closes a residential street segment no more than one (1) block in length, or a sidewalk or alley abutting a park, or an unopened right of way; and
 - Occurs during daylight hours for a duration of eight (8) hours or less; and
 - The block party does not require police service for crowd control.

The Special Event permit includes a form for you to notify (and invite!) your immediately effected neighbors. You may also want to include a flyer or postcard to hand out to invite your neighbors to the event.

4. Once the Special Event Permit is issued, the trailer reservation will be confirmed and the applicant contacted to make final arrangements for the delivery of the trailer. The combination to the trailer lock will be emailed to the applicant at this time. **THE APPLICANT MUST BE PRESENT AT THE TIME THE TRAILER IS DELIVERED.**

IMPORTANT INFORMATION ABOUT TRAILER DELIVERY!

The trailer is designed to sit on a flat surface. You will need to identify a location for the trailer that is flat in order to use it for your event. This may be on private property (e.g. driveway) or in the public right-of-way as long as it doesn't interfere with traffic or other street features (such as mailboxes, fire hydrants, etc). This location will need to be described, precisely, in your application.

Once the trailer is delivered it must remain in that location! Applicants are NOT allowed to move the trailer on their own!

IT IS ESSENTIAL THAT THE TRAILER IS READY TO GO AND THE HITCH AND AREA IN FRONT OF THE TRAILER REMAIN CLEAR FOR WHEN THE TRAILER IS PICKED UP 8 AM MONDAY MORNING AFTER THE EVENT!

5. Parks and Recreation staff will deliver the trailer to the pre-arranged location on Friday afternoon of the weekend the trailer is reserved.
6. Before your block party, remind your neighbors to attend and be involved by bringing food, drinks, music or games! Immediately before the party, unload all of the items from the trailer, and use the barricades provided to close down the street.
7. **HAVE A FUN BLOCK PARTY!** Encourage attendees to take pictures and upload them to social media using the hashtags **#bhamblockparty** and **#projectneighborly**.
8. You are responsible for cleanup after the event. Dispose of all recycling and trash in your personal receptacle(s) - **DO NOT STORE IT INSIDE THE TRAILER!**, wipe down tables, chairs and other equipment, and reload the supplies back into the truck according to the instructions on the Inventory Checklist. Fill out the requested information on the Inventory Checklist so that Parks Staff can document any issues or needs. **DO NOT SPRAY THE INTERIOR OF THE TRAILER WITH WATER!** Instead, wipe down dirt or mud. Lock the trailer when you're finished.
9. Parks staff will pick the trailer up on Monday morning and prepare it for the next Bellingham Block Party!



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GIVING HERE MATTERS

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