



GOOD NEIGHBOR PROJECT RESOURCE TRAILER REQUEST

Office Use Only	
Taken by _____	
Date _____	
Request	
Approve _____	
Deny _____	
Fee	
\$ _____	
Contacted	
By _____	
Date _____	

Date(s) Requested: _____

Time of Use: From: _____ **am/pm to:** _____ **am/pm**

User/Point of Contact: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Day: _____ **Night:** _____ **Cell:** _____

Email: _____

Event Name/Description:

Estimated Group Size: _____

I understand and agree to the terms of this request and accept responsibility for adherence to the Special Use Terms and Conditions applicable to my rental (on second page of this form), and I am authorized to sign below. A \$25, non-refundable fee is required to book facility. Fees are due at the time of reservation. No reservations are firm until approved by City Administration staff. You **MUST** be **21** or older and provide a picture ID with application. Full payment due prior to event. No reservations will be accepted less than one (1) week in advance of day requested.

Print Name

Signature

Date



GOOD NEIGHBOR PROJECT RESOURCE TRAILER TERMS AND CONDITIONS

1. All Special Use Requests are accepted on a first-come, first-requested basis. City sponsored Good Neighbor Project events take priority over all other Special Use Requests.
2. You must be 21 years old to rent. Proof of age is required.
3. Conflicts in scheduling shall be resolved in by using the Department's Use Policy as a guide. The Department reserves the right to deny a request in the intent of the Special Use Policy and the best interest of the general public.
4. Unless specifically stated on the Special Use Request, it is understood that the event is not a benefit function or political event and no admission will be charged or tickets sold. The sale of alcoholic beverages is strictly prohibited.
5. The requesting party shall assume complete responsibility for damages, clean-up, breakage or loss. Use of tacks, staples, nails, screws are not permitted. If tape is used, it must be the blue painters tape and shall be completely removed at the end of event.
6. Resource Trailer keys: renters will be given keys to the Resource Trailer by Parks and Recreation staff at trailer drop off. Trailer keys can be dropped off at The River's Edge, 700 W. River Dr, within 72 hours of trailer pick up OR hung on hook inside of trailer. Failure to return keys may result in inability of the user to rent GNP Resource Trailer in the future. Pre-event site inspections are required to determine whether the trailer can easily enter and exit the site.
7. Resource Trailer will not be available on the following holidays unless prior approval has been given: New Year's Eve, New Year's Day, Easter, Thanksgiving, Christmas Eve and Christmas Day.
8. Events shall abide by all City and State codes, and shall assume responsibility for their actions or omissions. Any damage or misuse may result in a charge for restoration and/or denial of future privileges.
9. The applicant here undersigned agrees to hold the City of Davenport and its acting officers harmless for any liability resulting from the sponsoring party's activities and programs.