

HOLSTON BAPTIST ASSOCIATION
BLOCK PARTY TRAILER REQUEST FORM

Church Name: _____

Church Office Phone Number: _____

Name of Contact Person: _____

Contact Person Position/Title: _____

Phone Number for Contact Person: _____

E-mail for Contact Person: _____

Name of Pastor: _____

Event Name/Occasion: _____

Vision/Mission of Event: _____

Estimated Attendance: _____

Dates Requested: _____ Time of Event: _____

Is the event an evangelistic outreach/community outreach? _____ Yes/No (Circle One)

Has the event been publicized to the community? _____ Yes/No (Circle One)

Have you reserved trailer in the last 3 months? _____ Yes/No (Circle One) Date: _____

Vehicle Type to Pull Trailer: _____

By signing below you agree to the rules, regulations, terms, and conditions as mentioned in the "Rules and Regulations" attached. You further agree to pay \$100 rental fee per day used and a \$400 security deposit before signing out the trailer and are subject to cancellation fees if canceling within 48 hours of the event.

(*Note: **Reservation is not finalized until: payment is received, Certificate of Insurance is provided and Request Form is completed.**)

Signature of Applicant: _____

Date: _____

Signature of Pastor: _____

Date: _____

HBA BLOCK PARTY TRAILER RULES AND REGULATIONS

- *Only Holston Baptist Association churches are allowed to reserve Block Party Trailer.*
- The Block Party Trailer is to be used for evangelistic/community outreach only. This means that your church has publicized this as a public event through promotion of various means.
- Trailer reservation fee is as follows: \$100 rental fee per day + \$400 security deposit. Each additional day is \$100. This fee helps to cover cost of trailer supplies/stock (popcorn, cotton candy mix, etc.) and also maintenance on trailer and equipment.
- **Before reservation can be confirmed**, the church must complete the Request Form, provide its Certificate of Insurance, and pay the \$100 reservation cost PLUS the \$400 security deposit in separate checks (You may bring the \$400 security check any time before you come and pick up the trailer). You will receive the deposit back as long as the Block Party Trailer is clean, put back together as the Instruction Guide (which is INSIDE the trailer) shows, and nothing is missing or broken.
- You must provide CERTIFICATE OF INSURANCE (see attached sample) – Insurance *must* show Proof of Commercial General Liability and Automobile for any Auto.
- Every HBA church has the right to a “first come, first served” two-day reservation once per quarter. Every request after that must be approved by the block party trailer team.
- The Block Party Trailer can only be reserved for a maximum of 2 days. Trailer may be reserved for additional days if the trailer has not been reserved by anyone else within 2 months of the requested dates for an additional \$100 rental fee per day and \$400 security deposit.
- The Trailer is stocked for an event of up to 150 people. If the expected attendance is more, then the church reserving the trailer is responsible to buy the extra supplies.
- **Cancellation Policy:** Reservation cancellations for any reason other than bad weather within 48 hours of event will be charged \$25 but refunded the remainder.
- Churches are responsible to provide proper vehicle to tow trailer. Example of proper vehicle minimum size is a F-150 or Chevy 1500.
- Each church reserving the trailer is responsible for the proper clean-up of all trailer equipment.
- Trailer must be returned in the condition described in Block Party Trailer Instruction Guide (which will be IN the trailer).
- The church reserving the trailer will be held responsible for any damage done to trailer or equipment during their reservation.
- Churches may pick up the Block Party Trailer at 12:00 p.m. or later the day they will be using the trailer.
- The Block Party Trailer must be returned to the HBA no later than 11:00 a.m. the following day of use.

- Churches are not allowed to pick up/drop off trailer to/from other churches without prior consent from HBA. The Block Party Trailer must come back to the HBA to be checked.
- Failure to uphold these rules and regulations may result in loss of privileges in using the Block Party Trailer.

