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 "Ru Regulations" attached. You further agree to pay \$100 rental fee per day used and a \$400 security before signing out the trailer and are subject to cancellation fees if canceling within 48 hours of the	deposit
(*Note: Reservation is not finalized until: payment is received, Certificate of Insurance is provid Request Form is completed.)	ed and
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) <u>Insurance must show Proof of</u>
 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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/30/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

CONTACT

PROD	UCER			CONTACT NAME:			
	P	N.		PHONE (A/C, No, Ext):		FAX (A/C, No):	7.11.1
	101 * * *	-		E-MAIL ADDRESS:			
	ANADI	E				FORDING COVERAGE	NAIC#
<u> </u>	SAIVIT	INSURER A:	ISURA	ICE CO			
NSUF	RED	46		INSURER B :			
	lan Car	-		INSURER C :		1	
	MP			INSURER D :			
				INSURER E :			
<u> </u>			·····	INSURER F:	T-M-2-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	REVISION NUMBER:	
COVERAGES CERTIFICATE NUMBER: THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HA							
INI	DICATED. MOTWITHSTANDING ANY REQ RTIFICATE MAY BE ISSUED OR MAY PE CLUSIONS AND CONDITIONS OF SUCH PO	UIREMEN ERTAIN, T OLICIES.	NT, TERM OR CONDITION THE INSURANCE AFFORD	OF ANY CONTRA ED BY THE POLIC BEEN REDUCED	CT OR OTHE CIES DESCRI BY PAID CLAI	R DOCUMENT WITH RESPECT TO N BED HEREIN IS SUBJECT TO ALL T	WHICH TH
ISR IK	TYPE OF INSURANCE	DDL SUBR	POLICY NUMBER	POLICY EF) (MM/DD/YYY	POLICY EX	(P (Y) LIMITS	
П	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$	
I	CLAIMS-MADE OCCUR		INS	1-4	BNA	DAMAGE TO RENTED PREMISES (Ea occurrence) \$	
X.			Policy #	Star	5 Nd Jate	MED EXP (Any one person) \$	
וון			Vollay +	data	Jan	PERSONAL & ADV INJURY \$	
	GEN'L AGGREGATE LIMIT APPLIES PER:	.	1			GENERAL AGGREGATE \$	
-	POLICY PRO- LOC			.		PRODUCTS - COMP/OP AGG \$	
Н	OTHER:					COMBINED SINGLE LIMIT &	
]	AUTOMOBILE LIABILITY		1415	1 f	End	(Ea accident) \$	
5	ANY AUTO OWNED SCHEDULED		Policy H	STari	بمد .	BODILY INJURY (Per person) \$	
1	AUTOS ONLY AUTOS NON-OWNED		Dilien I	1.14	date	BODILY INJURY (Per accident) \$ PROPERTY DAMAGE &	
	AUTOS ONLY AUTOS ONLY		bound	da			
						\$	
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS MADE					EACH OCCURRENCE \$	
-	1 OCAING-MADE					AGGREGATE \$	
╁┤	DED RETENTION \$ WORKERS COMPENSATION	$\overline{}$				PER OTH- STATUTE ER	
	AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE		x /				
11	OFFICER/MEMBER EXCLUDED?	/A	NOW			E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$	
1	f yes, describe under DESCRIPTION OF OPERATIONS below		Treamines	2	1	E.L. DISEASE - POLICY LIMIT \$	
\dagger	DESCRIPTION OF OPERATIONS BOOM		10-			E.E. DISEAGE - POLICY LIVITY &	
				. [
sc	RIPTION OF OPERATIONS / LOCATIONS / VEHICLE	S (ACORD	101, Additional Remarks Schedu	le, may be attached if n	ore space is re	quired)	
						· · · · · · · · · · · · · · · · · · ·	
					•		
			<u></u>				
ER	TIFICATE HOLDER			CANCELLATIO	N		
				SHOW 5 ASS		F DECORIDED DOLLOISO DE CANCELL	ED DEFA-
	· ·			THE EXPIRATI	ON DATE	E DESCRIBED POLICIES BE CANCELL THEREOF, NOTICE WILL BE DEL	IVERED I
	A = A			ACCORDANCE	WITH THE PO	LICY PROVISIONS.	
1							
			4 · · ·	AUTHORIZED REPRE	SENTATIVE		
1							
+-				~	4000 004-	ACORD CORPORATION. All righ	4