**Block Party Trailer**

**General Policy & Guidelines**

**Blue River-Kansas City Baptist Association**

**816-623-5360**

**jenniferh@kcbaptist.org**

**Availability**

Block Party Trailers are available for use by churches, associations, and missions cooperating with the Blue River-Kansas City Baptist Association for the purpose of evangelism and outreach. The BR-KC Baptist Association reserves the right to restrict the use of the trailer based on event location and requires a certain amount of time between events for trailer check-in and maintenance.

**Reserving the Trailer**

Reservations for the trailer can be made from our website ([www.blueriver-kansascity.org](http://www.blueriver-kansascity.org)/rentals/). Please check the calendar on the website for availability before making your request. The Block Party Trailers will be scheduled on a first-come, first-served basis. Requests will not be taken over one year in advance. Typically trailers are not scheduled for more than one event per weekend.

**Fees**

Rental Fee - There is a user's fee for use of either trailer. For Trailer 1 (the large trailer), the fee is $100 for the first three days plus an additional $25 per day for reservations beyond three days. For Trailer 2 (the small trailer), the fee is $50 for the first three days plus an additional $25 per day for reservations beyond three days. The fee must be received within 7 days of making your reservation in order for your reservation to be considered “confirmed”.

Deposit - In addition to the user's fee, a $100 deposit is required for either trailer to encourage the care and preservation of the trailer and its contents. Once the reservations has been made, the deposit must be received within 7 days before the reservation is considered confirmed. The deposit will be returned after your event once the trailer and its contents have been returned and received in good condition. If any contents of either Block Party Trailer are found to be missing or damaged, the cost to replace, repair or clean will be deducted from your deposit. If the repair/replacement/cleaning cost exceeds the deposit amount, your church/group will be billed for the extra cost.

If the user’s fee and deposit are not received, the reservation will be cancelled and the date will be made available to other groups. Please make checks payable to the BRKC Baptist Association and mail to 806 W. Main Street, Greenwood, MO 64034. Please make these two separate checks so the deposit check can be returned after the trailer is returned and checked-in.

**Responsibility**

* The user of the Block Party Trailer assumes full responsibility for the trailer and its contents from pick up to return. Please complete and return the Hold Harmless Agreement located at the bottom of this document.
* All users must have liability insurance.
* The user must make sure all contents are clean, dry and ready for the next church to use including the cotton candy, snow cone and popcorn machines. **Under no circumstances shall the bounce house be stored back on the trailer wet or damp.** It must be dry before being folded for moving to prevent mold and other damage. ALL contents must be put back in their proper location when the trailer is repacked.
* Report any damage immediately upon return of the trailer.

**Contents/Supplies**

You can refer to our website for a list of the trailer contents. Each group is responsible for the purchase of their own supplies. These would include:

1. Snow cone supplies – cups, syrup and ice
2. Popcorn supplies - bags and popcorn packets with oil
3. Cotton candy supplies - cones and the sugar mix (for Trailer 1 only)
4. Game prizes (for Trailer 1 only)
5. Suckers for Lollipop Ring Toss game (for Trailer 1 only)

You may purchase supplies from a vendor of your choosing or you may use our supplier – The Party Patch, 123 E. College, Independence, MO 64050, 816-254-0700. The Party Patch tries to have most items in stock but in case they have to order something, please place your order at least three weeks in advance.

**Pick-Up/Return**

A regular size pick-up with 2" trailer ball is required to transport the trailer. Brake and turn signal lights require a flat 4-prong connector which must be hooked up and used.

**You must have a combination to access keys for the party trailer. Please contact the association office one week prior to your event to get the necessary codes and location of the keys.**

Once you open the side door, you will find a key located inside the trailer hanging to your right. These keys unlock the back door and the trailer hitch lock. When you return the trailer, park it in its original location, double check that the back door and hitch are locked, then place the keys where you found them inside. Finally, lock the side door and return the keys to their original lock box location.

Both trailers are kept at Fellowship Greenwood Church, 1601 W. Main Street, Greenwood, MO 64034.. Please note that the trailers are tagged with reflective stickers on the front of each trailer. Trailer 1 (the large trailer) has the tag “TR1” on the front. Trailer 2 (the smaller trailer) has the tag “TR2” on the front. Please make sure you know which trailer you are taking and look for the corresponding tags. The trailer is to be picked up and returned to the same location unless other arrangements have been made in advance. PLEASE LOOK FOR THE TRAILER 1 OR 2 DESIGNATION ON THE FRONT OF THE TRAILERS. MAKE SURE YOU HOOK UP THE CORRECT TRAILER.

**Before Your Event**

* Mail your deposit and rental checks to the BRKC office. Please note on the checks that it is for use of the block party trailer.
* Contact your local municipality to see if any permits are necessary to conduct a block party in your area.
* The Hold Harmless Agreement found at the end of this document must be signed and returned before the trailer can be picked up. All injuries/accidents related to trailer usage are the sole responsibility of the Leasing Church or group. Check with your own insurance.
* Obtain all supplies needed for your event.
* Secure adult volunteers to help with setup and tear down of the equipment. At least five strong adults are required, especially for the bounce house.
* Secure adult volunteers to man each piece of equipment that will be in use:
	+ Bounce House 1-2 volunteers
	+ Food Stations 1-2 volunteers for each station (3 stations)
* Plan to allow 60 to 90 minutes for set up.
* Instructions for set up and use of all equipment are located on the inside of the trailer door.

**After Your Event**

* Any food equipment that is used will need to be washed. If you are having your event somewhere without running water, please plan in advance to have someone take the equipment offsite and wash it. Complete instructions for cleaning all the food machines are located inside the trailer door.
* Make sure all contents are clean, dry and ready for the next group to use.
* Under no circumstances shall the bounce house be stored back on the trailer wet or damp. It must be dry before being folded for moving to prevent damage.
* ALL contents must be put back in their proper location when the trailer is repacked. Please refer to the chart on the trailer door for proper packing instructions.
* Return the trailer to its storage location by 11:00 a.m. the day after your event. Other arrangements can be made, but please contact the association office for these exceptions.
* As you tear down after your event and start to pack up the equipment, please refer to the checklist located inside the trailer door. This handy guide will help ensure that you don’t forget anything.
* After you have completed the checklist, please sign the log and include a phone number.

**Weather Considerations**

* Rain: If it appears that rain is imminent, the bounce house should not be unloaded from the trailer. If the bounce house is already set up, it should be torn down and stored immediately. If the bounce house gets wet, it should be set up and allowed to dry before it is used or stored.
* Wind: If the wind is blowing or gusting to above 25 mph the bounce house should be deflated immediately. If the wind dies down below 25 mph, the bounce house can be inflated and used again. For optimum safety, the bounce house should be set up in a location where it can be staked into the ground to secure against wind.
* Please refer to the instruction located inside the trailer door for proper set-up, take-down and usage procedures for the bounce house.

**Cancellations:**

If weather prevents a scheduled event, an alternate date will be rescheduled based on trailer availability. If no suitable date can be found, both the deposit check and the rental fee will be returned. If you cancel your event for other reasons, please contact the Association office as soon as possible so that the trailer can be made available for another group.

**Wait List:**

We do maintain a waiting list. If you would like your name to be put on the waiting list for a date, fill out the information form on our website and submit it with the necessary information.

**Association Contact Information**

If you have any questions or problems, please contact

Jennifer Hutton

816-623-5360

jenniferh@kcbaptist.org

816-550-0144 (cell phone for nights and weekends)

**HOLD HARMLESS AGREEMENT TO**

**BLUE RIVER-KANSAS CITY BAPTIST ASSOCIATION**

Church or Ministry Name:

Address:

City, State, Zip:

Telephone:

Pastor:

Coordinator:

In consideration of the use of the trailer, bounce house, tent, popcorn machine, snow cone machine, cotton candy machine, sound system and other contents of the block party trailer, the User named above agrees to take all necessary precautions regarding the equipment rented, and protect all persons and property from injury or damage. The User agrees to provide all the necessary insurance for the event and to hold harmless the Blue River-Kansas City Baptist Association and its employees from any and all liability resulting from the movement and use by User and guests, etc., The User further agrees to return the said equipment to the Blue River-Kansas City Baptist Association in the same condition as received.

This agreement shall commence on the date signed below and will remain in effect for every use of the block party trailer by the above user.

 PASTOR Signature:

Telephone Number:

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 COORDINATOR Signature:

Telephone Number:

Email:

 DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_