

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) \_\_\_\_\_

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 per night used before signing out the trailer and are subject to cancellation fees if canceling within 48 hours of the event. (\*Note: Reservation is not complete until payment is received and Request Form Completed.)

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Pastor: \_\_\_\_\_

Date: \_\_\_\_\_

### HBA Block Party 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.
- Before reservation can be confirmed the church must complete the request form and pay the \$100 reservation cost.
- 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 per day.
- Trailer reservation is \$100 for 1 night/2 day reservation. 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.
- The Trailer is stocked for an event of up to 150 people. If the expected attendance is more than the church reserving the trailer is responsible to pay for extra supplies.
- 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.

- The church reserving the trailer will be held responsible for any damage done to trailer or equipment during their reservation.
- Failure to uphold these rules and regulations may result in loss of privileges in using trailer.