

**HDBA BLOCK PARTY TRAILER  
MINISTRY RESERVATION REQUEST FORM**

High Desert Baptist Association  
48303 20<sup>th</sup> Street West, Space # 211  
Lancaster, CA 93534  
661-802-4873

**\*\*\*MAIL THIS SIGNED CONTRACT (WITH DEPOSIT) TO THE ABOVE ADDRESS\*\*\***

**PREREQUISITES:**

- 1) Request for the use of the party trailer usage is best when made at least one month in advance, or more if possible. \_\_\_\_\_(initial)
- 2) No reservation will be considered final (though the date is reserved) without the proof of vehicle insurance for the truck towing the HDBA trailer, and a copy of the license for the person driving the truck, as well as a copy of that persons current insurance card. \_\_\_\_\_ (initial)
- 3) HDBA must also have a copy of a Certificate of Insurance from the Church's Insurance Company that is using the trailer; naming The High Desert Baptist Association as additionally insured on the certificate. \_\_\_\_\_ (initial)
- 4) Deposit money must be received payable to HDB A prior to pick up of the trailer. \_\_\_\_\_(initial)
- 5) The vehicle towing the trailer must have a 2 " tow ball and a functioning 4 pin trailer light attachment. A half-ton pick-up truck or SUV is very capable of pulling the trailer. (By California law, when a trailer is attached to a vehicle, the insurance of that vehicle covers the trailer, should there be an accident.) \_\_\_\_\_(initial)
- 6) Proof of said insurance requirements must be at the High Desert Office a week prior to the event, or we must hold the trailer without said proof. \_\_\_\_\_(initial)

**Contact Information:**

Requesting Church: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

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

Alternate Contact Person: \_\_\_\_\_

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

**Reservation Request Date(s):**

Preferred Date(s): \_\_\_\_\_

Alternate Date(s): \_\_\_\_\_

Event Details:

\_\_\_\_\_

**Reservation Guidelines:**

The Evangelistic HDBA Block Party Trailer is provided on a first-come, first served basis. Blocks of dates will not be honored unless there is a specific use for each day requested. Priority will be given to evangelistic events. Reservations are final only when the contract, proof of insurance for the towing vehicle, certificate naming HDBA as additionally insured, and payment are received by the HDBA Office. \_\_\_\_\_

(initial)

**Event Permits:**

The user of the HDBA Party Trailer needs to understand that each party is responsible for acquiring the appropriate permits from the city, county, housing authority, etc. Failure to obtain such permits may cause the event to be altered or canceled by a governing agency. Most cities and counties REQUIRE a permit if the event will have amplified sound outside of the church buildings. Please allow 8 - 12 weeks to obtain such a permit from your local agency. Failure to obtain your permits in a timely manner will not alter your reserved dates or payment obligations for the HDBA Party Trailer. \_\_\_\_\_

(initial)

**NOTE:** The HDBA Party Trailer MUST be locked and in a secure location at all times. If it is picked up early, returned late, or used on multiple back-to-back days, the trailer and all of its contents MUST be secured against theft and damage, day and night.

\_\_\_\_\_  
(initial)

**NOTE:** Any damage to the trailer or its contents is the responsibility of the using Party. Equipment must be restored to the condition when borrowed, or replaced.

\_\_\_\_\_  
(initial)

**Costs:**

To use the HDBA Party Trailer, you must send **\$100 payable to the HDBA**. Upon the return of the trailer it will be checked for damages and to make sure it is clean. **If these issues are not in good standing an additional \$100 fee will be charged to the church that last used the trailer.** \_\_\_\_\_ (initial)

The trailer comes with all equipment necessary to make Snow-Cones and Popcorn; however, you must provide the consumables; Ice Flavoring, Popcorn, Gasoline (if the generator is required) and Propane (if using the BBQ). HDBA is responsible for maintaining the trailer in proper working order. There is specific type of premeasured popcorn and its use is MANDATORY. Please use only the pre-measured bags with the oil and popcorn in the right mixture for the popper. **This is a safety issue.** There are additional charges for the use of the HBA Party Trailer by our non-financially participating associational churches. Most supplies can be bought at Costco or Smart and Final. \_\_\_\_\_

(initial)

Please understand that you can buy the supplies for the trailer anywhere you want. You may also substitute the Snow-Cone Cups with regular store-bought cups and the Popcorn Bags with small brown bags to save money. It depends how much of an "atmosphere" you wish to create for your party. *All CONSUMABLES* are the responsibility of the party using the HDBA Trailer. Below is a list of possible sites you can order the products from. Please allow at least 7 days for the products to be delivered. \_\_\_\_\_

(initial)

*In regards to the MANDATORY products mentioned above please note: IF YOU DO NOT HAVE PRE-MEASURED POPCORN PACKS THAT INCLUDES BOTH THE OIL AND POPCORN (and optional seasoning), YOU MAY NOT USE THE POPCORN POPPER.*

\_\_\_\_\_  
(initial)

**Possible order sites for supplies:**

POPCORN (Pre-measured Packs)

[http://www.concession-supply.com/Paragon-Country-Harvest-Popcorn-Portion-Packs--8oz--24case\\_p\\_789.html](http://www.concession-supply.com/Paragon-Country-Harvest-Popcorn-Portion-Packs--8oz--24case_p_789.html)

POPCORN (Containers)

[http://www.concession-supply.com/Popcorn-Containers\\_c\\_56.html](http://www.concession-supply.com/Popcorn-Containers_c_56.html)

SNO-CONES (SYRUP)

[http://www.concession-supply.com/Paragon-Snow-Cone-Syrup--RTU--Gallon\\_p\\_246.html](http://www.concession-supply.com/Paragon-Snow-Cone-Syrup--RTU--Gallon_p_246.html)

SNO-CONES (Straws)

[http://www.concession-supply.com/Paragon-6510-Snow-Cone-Spoon-Straws--Package-of-200\\_p\\_249.html](http://www.concession-supply.com/Paragon-6510-Snow-Cone-Spoon-Straws--Package-of-200_p_249.html)

SNO-CONES (Cups)

[http://www.concession-supply.com/Benchmark-72501-Frostee-Snow-Cone-Cups-6oz\\_p\\_73.html](http://www.concession-supply.com/Benchmark-72501-Frostee-Snow-Cone-Cups-6oz_p_73.html)

**Pick-up and Return:**

Please call and make an appointment to pick-up the trailer with the HDBA office before your scheduled pick-up day. Note: The trailer is stored at Pastor Ken and Mary Reeds home in Little Rock, CA and must be returned to the same location. Your pick-up and drop-off times must be prearranged with Pastor Ken by calling him at [661-860-0688](tel:661-860-0688). Please do not return the trailer without making prior arrangements so there will be someone there to receive it.

Churches are required to complete a checklist upon receipt of the trailer and notify HDBA immediately if the trailer is not clean or if there are broken/missing equipment and parts. The church is responsible for repairing/replacing items damaged, destroyed or lost while in their care. Failure to comply with this procedure will cause additional costs to the church for the repairs and/or replacement charges, which must be paid prior to any further rental to the church in the future. In some cases, when a church will be using the trailer on the day following your use, the requesting the Trailer, the next church may choose to pick the trailer up directly from you. IF THIS IS THE CASE, it must be approved by the HDBA so as to guard against unauthorized use.

\_\_\_\_\_  
(initial)

## HDBA PARTY TRAILER

### “Tips for a Successful Evangelistic Party”

#### **\*\*BEFORE USING THE HDBA PARTY TRAILER**

##### **1. Make adequate preparations for your event:**

- a. Ensure that your leadership calendars and budgets for your evangelistic block party are adequate.
- b. Develop a HDBA Party Trailer Planning Team.
- c. Enlist a Prayer Team to guide the church to pray for your HDBA Party Trailer Event.
- d. Commit to prayer walks around the area you are holding your party.
- e. Provide evangelistic training for your church members; this is not just a “party”, but an opportunity to share the gospel with your neighborhood.
- f. Ensure that adequate advertising is done letting your community know about your event.
- g. Enlist an encourager to insure that church members are mingling among the guests and looking for opportunities to share the gospel.
- h. Reservations are made through the HDBA Office by phone at [661-802-4873](tel:661-802-4873) or you can email Sandy Parker at [sparker@hdba.net](mailto:sparker@hdba.net). The office will maintain a calendar of all scheduled events, so please keep the HDBA office updated of possible events where you might want to use the trailer.

##### **2. Make legal and financial preparations for the use of the HDBA Party Trailer:**

- a. Check with your city and/or county officials to obtain any required permits.
- b. Obtain the proper insurance coverage for the Evangelistic Block Party.
- c. Insure that verification of a certificate of [General] Liability Insurance with an Additional Insured Endorsement listing “High Desert Baptist Association” as additional insured.
  1. Verification of a signed Hold-Harmless Agreement.
  2. Towing vehicle must be insured and information provided to the Associational Office.

#### **\*\*DURING THE HDBA PARTY TRAILER EVENT**

##### **1. Arrive early to set up for your event the HDBA Party Trailer**

- a. Eight to ten people can easily set up for the party in approximately thirty minutes, but you want to be sure and have a time of prayer before the event begins.
- b. Regardless of the surface where you are placing the jump houses, they **MUST** have a tarp under them.
  1. **NO** shoes or face paint are allowed in the jump houses. We recommended that you don’t use face painting, or be prepared to remove the face painting prior to a child entering the jump house.

##### **2. Be sure that all stations are all manned during the event.**

- a. Again, remember that an adult over the age of 18 must be present at the jump houses at all times during the event.
- b. If the BBQ grill is used, insure that an adult is present while it is hot so that no one is burned accidentally.
- c. Only adults are authorized to operate the Snow-Cone Machine and the Popcorn Machine. This will insure that no fingers are caught in the Snow-Cone Machine and there are no burns from the Popcorn Machine.

**3. Remember why you are having this event.**

- a. Evangelism, evangelism, evangelism.
- b. While music is encouraged during your events. Keep in mind that if the music is too loud you can't hear someone when they talk, then you CAN'T effectively share the gospel.

**4. Most of the outdoor games are "Bean Bag Toss" types.**

We have additionally supplied several table games. These have small, easily lost parts and should be handled and supervised carefully. These games are best used indoors if possible.

**\*\*AFTER THE HDBA PARTY TRAILER EVENT**

**1. Clean up and repack the HDBA Party Trailer.**

- a. Clean the popcorn machine with mild detergent. Do not use abrasive materials. Make sure it is FULLY dry. Secure it in the trailer using the bungee cords.
- b. Wash and Dry the Snow-Cone machine before returning to the trailer. Secure it in the trailer using the bungee cords.
- c. The jump houses must be cleaned and sanitized before returning to the trailer. You can use a mild soap and water combination to wipe down the inside of the bounce house.
- d. Remember to put all items in their appropriate stenciled places in the trailer. If something gets broken, please inform the HDBA when you return the Trailer, as well as Pastor Ken Reed. Remember, another church will use the Trailer after you, and we want to ensure that all the equipment is in working order.

**2. Please return the HDBA Party Trailer in a timely manner.**

- a.. You will be given a return date and time when you reserve the trailer. The person who is checking out and receiving the trailer is a volunteer so, out of courtesy contact that person if you are not going to be able to return the trailer on time. Just remember that someone may be waiting to pick up the trailer for their event.

**3. Complete the HDBA Party Trailer Report Form and return it to:**

High Desert Baptist Association  
48303 20<sup>th</sup> Street West, Space 211  
Lancaster, CA 93534

**NOTE:** The HDBA Party Trailer **MUST** be locked and in a secure location at all times. If it is picked up early, returned late, or used on multiple back-to-back days, the trailer and all of its contents **MUST** be secured against theft and damage, day and night.

\_\_\_\_\_  
(initial)

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\_\_\_\_\_  
(initial)

## The HDBA Party Trailer Contains:

- 1 – 6x12x 6 Trailer
- 3 – Trailer door locks w/keys
- 1 – Wheel chocks set
- 6 – Supply bins
- 1 – 4400 watt peak am portable generator with wheels \*\*
- 4 – heavy duty extension cords, various lengths
- 1 – Large jump house
- 1 – Small jump house
- 5 – Games\*
- 4 – Canopies
- 3 – Table games for adults (dominos, checkers, etc.)
- 1 – Dolly & straps for large jump house
- 1 – Sound system
- 1 – CD player
- 2 – 5 gallon drink coolers
- 2 – Ice chests
- 1 – Popcorn machine
- 1 – Snow Cone machine
- 1 – Large BBQ grill \*\*
- 6 – Plastic tables 6' long
- 12 – Folding chairs
- 1 – First aid kit
- 2 – Bungee cord packs

MILD SOAP  
TOWELS  
BUCKET  
HOSE  
SPONGES

*\*\* HDBA highly recommends that all electronic games be used indoors only.*

*\*\* HDBA does not supply propane for the BBQ or gasoline for the generator.*

# HDBA Party Trailer

## Follow-Up Report

Name of Church:

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Date of Your Event:

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Type and Purpose of Event:

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### Evangelistic Results:

1. How many attended: \_\_\_\_\_
  - a. Workers: \_\_\_\_\_
  - b. Children: \_\_\_\_\_
  - c. Parents \_\_\_\_\_
2. Number of Bibles distributed: \_\_\_\_\_
3. How many tracts distributed: \_\_\_\_\_
4. How many evangelistic presentations were made: \_\_\_\_\_
5. How many professions of faith: \_\_\_\_\_

**What type of follow-up plans have you made?**

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***I hereby, understand and agree to all of the above conditions, restrictions and requirements for the use of the HDBA Party Trailer.***

X \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Church Representative

Date

Church \_\_\_\_\_

Church Address \_\_\_\_\_

\_\_\_\_\_

Church phone # \_\_\_\_\_

Event Date \_\_\_\_\_

***Please make sure you have read, signed and initial  
all areas of this agreement as so required***