

Hamilton County Baptist Association & Tennessee Baptist Convention

BLOCK PARTY TRAILER

Operation and Procedure Manual

GENERAL INFORMATION

This manual is intended to help you have a productive evangelistic event, but by no means should be considered totally inclusive. We recommend that you obtain a copy of the special evangelistic events material available through the North American Mission Board and/or conduct special evangelistic event training for your workers prior to using this resource. (namb.net)

We strongly encourage that you thoroughly read the information included in this manual as it pertains to the setup and operation of the various machines as well as other equipment included in the trailer.

Be assured of the prayers offered on your behalf as you prepare to present the love of the Lord Jesus to your community.

MINISTRY

The Block Party Trailer affords the opportunity for conducting Evangelistic events for groups who might not otherwise be able to afford one. Ultimately the purpose of the trailer is to be used as a tool for bringing the Gospel of Christ to our neighbors.

POLICIES

BOOKING:

Churches should contact Bayside Baptist Church for availability (423.344.8327 or laura-highlander@baysidebaptist.org). If the requested date is available, the church's name will be put on the calendar. Requests are honored on a first come first served basis. It is the requesting church's responsibility to make sure that their request gets in to the church office as soon as possible. It is recommended that reservations be made at least one month in advance of any planned activity.

Please keep in mind that when you reserve the trailer, you are responsible for transporting it to and from your location. Bayside Baptist Church will not be able to deliver nor set up the trailer at your site.

USE:

The trailer is intended to be used a package resource. Equipment will not be booked separately or removed/separated from the unit. Churches using the equipment are responsible for cleaning and repositioning the equipment in its proper location within the trailer. Churches need to notify Bayside at once of any malfunctioning or missing equipment.

The churches are expected to purchase/provide their own food supplies (popcorn, snow cone syrup, floss sugar, etc.) and paper products. Vendor supplies may be purchased locally at:

Holder Concessions – 1312 S Willow Street, Chattanooga, TN 37404 – 423.624.1972

<http://holderconcession.com>

Churches must provide a certificate of insurance from your property casualty company. This is a precaution in the event that an accident occurs on your church property or in route to/from your event. We trust that this will give you confidence in your event and serve as a reminder to keep safety in mind. Churches who are in use of the trailer will be responsible for the replacement or repair of items/contents which are damaged during their use. If the trailer and/or its contents are returned damaged, there will be serious consideration regarding future usage by your organization.

Churches are required to secure any necessary permits or licenses required for their area.

COST:

Hamilton County Baptist Association Churches will be charged \$50 per usage. Churches outside of the association will be charged \$75 per usage. This fee covers maintenance on the trailer and maintenance of the equipment. The fee is paid at the time of the reservation. If your event is cancelled, refunds are only issued if the trailer does not leave Bayside's property. Make check or money order payable to Bayside Baptist Church (noting Block Party Trailer on the memo line) and send to Bayside Baptist Church – 6100 Highway 58, Harrison, TN 37341.

REPORTING:

There will be an incident report available in the trailer for your records. If the incident involves any of the equipment on the trailer, we ask that you return a copy of the incident report when the trailer is returned.

Please check the inventory report and notify our office of any missing items ASAP. Laura Highlander 423.413.9181

We would love to hear your stories! Please send us written testimonies of how God was at work through your ministry event. hcba@baptistassociation.com

TRANSPORTATION:

Transporting the trailer requires a tow vehicle with both a two-inch trailer ball and a standard plug for trailer lights and brakes. The Block Party trailer is 7' wide and 14' long. It is a heavy-duty enclosed, tandem axle trailer. It is strongly recommended to have an individual proficient in towing to pick-up and return the trailer.

The church using the Block Party Trailer is responsible for pick-up and return of the Block Party Trailer from Bayside Baptist Church (6100 Highway 58 Harrison, TN 37341 – 423.344.8327) **Times and dates of pick up MUST be confirmed at least 24 hours prior to pick up.**

EQUIPMENT SET-UP/ TAKE-DOWN

Find a level spot to set up so that the machines function properly.

Upon opening the trailer, note the arrangement of the contents. This will help to ensure proper repacking at the end of your event. Each section of the trailer has been labeled to help you find items as well as returning them to their proper location.

To begin the set-up process, lower the rear door and place the thin wooden strip in the gap at the base of the rear trailer door. This will allow the dolly to roll smoothly down the ramp. Then fold down the extension flap on the end of the trailer door. Roll the generator down the ramp. (Check the fuel level in the gas tank of the generator, to determine if additional fuel is needed.)

INFLATABLES:

There are two inflatables in the trailer. The larger one is at the back door and the smaller one is stored near the side door. There are two blowers marked Blower 1 and Blower 2. Blower 1 goes with the large inflatable and Blower 2 goes with the small inflatable.

Remove the tie-down straps from the inflatable by the rear door first. Slide the two-wheeled hand truck under the edge of the inflatable. With at least two people assisting, push the inflatable onto the hand truck and roll down the ramp. Before unrolling the inflatable, search the area for any sharp objects, especially rocks, removing them from the site. If the site is to be on pavement, please place a tarp over the area in which you will be setting up the inflatables. There is no need to use the tarp if setting up on the grass.

With the help of at least three individuals, unroll the inflatable. Find the two air inlet connections on the high end of the inflatable. One tube must be attached to a blower and the other inlet sealed. Note how the inflatable was folded. You will need to fold it the same way to return it to the trailer.

Repeat the process for the other inflatable.

Start the generator following the instructions on the machine.

Connect the blower electrical cables to the generator.

Turn on blowers one by one.

Walk around the inflatables and close any Velcro seals that were opened when the inflatable was rolled up.

There are two straps on each side for tie-downs. Drive stakes in the ground or attach these tie downs to a solid anchor. If you do not tie down the straps, kids can turn the inflatables over on their sides.

Leave the blowers running until you are ready to shut down.

When ready to shut down, post an attendant at any entrance or exit point to ensure no child is still in/on the inflatable. When secure, then turn off the generator. The inflatables will slowly collapse.

Remove the blower and open Velcro vents. Fold in the sides of the inflatable and roll from the smaller end. (Remember how it was folded originally).

CANOPIES/TENTS:

The canopies are in zippered bags in the tent section of the trailer. These are pop-up canopies and are most easily set-up with four people. When removing the tents from the bags, please use caution to not lose the stakes. After unfolding the frame, stretch the canopy portion over the frame securing any loose Velcro straps. It is essential to extend each corner locking the black plastic corner segment first before raising to full height. Then extend the legs of the frame one at a time until each of the four legs has risen to the first metal button. Use the same method of one leg at a time until you reach the desired height. Please do not step on the bottom ledge of the frame leg as it will cause the leg to warp and not function properly. Secure tent with stakes. In the event of heavy wind or storm front, please lower the tent as quickly as possible to avoid damage. When finished, please return stakes to the storage bags. Leave the canopy on the frame and fold before replacing in storage bags. Return to the trailer.

TABLES/CHAIRS:

Unload and position tables and chairs as needed. Return to the proper location on the trailer and secure with straps.

GENERATOR:

A generator is provided as a secondary power source if needed. Please follow instructions on machine for starting and turning off machine. We ask that you refuel the generator with ethanol-free fuel. When finished, return to the trailer and position appropriately.

SNOW CONE MACHINE:

If planning to use the Snow Cone machine you will need to obtain the paper products, RTU (ready to use snow cone syrup), pumps and scoops. Place filled cooler behind the table designated for Snow Cones. These items may be purchased at Holders

Concessions, which can be reached at 423.624.1972. The machine should be placed on the table so that the open side faces the operator. It is recommended that hard chunks of ice be used in the machine. Local gas stations and grocery stores sell this type of ice in large bags. If you are planning an extremely large event, an ice trailer may be rented by contacting Tennessee Valley Ice at 423.698.6290. Simply place ice in the hopper (the large metal portion) and turn the machine on. The operator will lower the handle, which shaves the ice. When finished, wash out the bowl portion along with the mesh ring and dry completely. Using a damp rag, wipe down the base portion of the unit to remove any excess sugar crystals. Return to the trailer.

COTTON CANDY MACHINE:

If planning to use the Cotton Candy machine you will need to obtain the paper cones, sticks, or bags as well as cartons of floss sugar. Floss sugar is poured into the center cavity of the machine. Once the machine has been turned on and begins to heat up, the cotton candy will begin to spin out from the center. Follow instructions printed on the machine for refill. When finished, turn off and unplug the machine. Dry off the inside of the hopper as well as the inside and outside of the box portion. Return to the trailer.

POPCORN MACHINE:

If planning to use the popcorn machine you will need to obtain bags, popping oil, popcorn salt, and popcorn kernels. These items may be purchased at either Sam's club or Holder's Concessions, which can be reached at 423.624.1972. Pre-measured packs are the most user friendly option and fairly economical to purchase at Holder's. Follow instructions for use on the machine. When finished, remove all excess kernels from the lower tray and wipe down the glass on both the inside and outside. Return to the trailer.

EQUIPMENT CLEAN-UP

Cleaning the equipment is very important and must be done immediately after use. If the equipment was not cleaned properly by the previous user, please notify the office at

423.344.8327. Some of the machines have special instructions regarding water, etc. Please follow these guidelines carefully. As the equipment is electrical, please unplug the machines before cleaning. NOTE: Do not use any bleach products on the machines; soapy water and rags or sponges are the best method. Do not immerse ANY of the machines in water.

Wipe down all tables with soapy water and then dry.

Return all equipment to its proper location and secure with straps.

EQUIPMENT

- 2" Trailer Hitch Ball
- Snow Cone Machine
- Popcorn Machine
- Cotton Candy Machine
- Sound System
- (2) 10'x10' Pop-Up Tents
- (2) 6' Folding Tables
- (4) Folding Chairs
- (4) 50' 12/3 Electrical Extension Cords
- (2) 12'x16' Blue Tarps
- Honda Generator
- Inflatable Bounce House 15' w/blower
- Inflatable Slide 18' w/blower
- Set of Cornhole Boards with Bean Bags
- (2) Surge Protectors
- (2) Gas Cans
- (2) Rubbermaid Totes
- (2) Rubber Wheel Chocks
- Hand Truck
- Straps for Large Items
- Trailer Door Locks
- Trailer Tongue Lock



Since there is considerable investment in the trailer and its contents, users are asked to take the greatest precautions and care in their use of the Block Party Trailer. It should be secured from the time it is picked up until the time it is returned.

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BLOCK PARTY TRAILER

User Agreement

(This page should be signed by an authorized person from the church. The form should be accompanied by the usage fee and a certificate of insurance from your church's property casualty company.)

I, _____(Printed Name), as a representative of _____(Name of Church) request the use of the Hamilton County Baptist Association/Tennessee Baptist Convention Block Party Trailer. I/We will pick up the trailer on _____(Date) at _____(Time). I/We understand that our church is liable for the trailer, all contents of the trailer, as well as all equipment. I/We are providing a valid Certificate of Insurance noting our coverage by our church's property casualty company. Should I/we damage any equipment we will make arrangements with Bayside Baptist Church to help repair or replace said equipment. I/We agree to return all contents of the Block Party Trailer to the same position in which they were found within the trailer.

SIGNED: _____

DATE: _____

CONTACT PHONE NUMBER: _____

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OFFICE USE ONLY

Fee: _____ Certificate of Insurance: _____