

**BLOCK PARTY UNIT GUIDELINES  
AND  
INFLATABLE GUIDELINES  
BEULAH BAPTIST ASSOCIATION**

Check with BBA to make sure date is available and get a confirmation

In the event something happens and you can NOT use the Trailer; please notify BBA for a full refund. This will allow another church to use the Trailer. We would like to see on the web site so churches could do their own scheduling and applications.

Reservations are first-come, first serve basis. Reservations are for church sponsored events only. It is not for use of individual church members, only for congregational sponsored events/activities.

The reservation fee is \$100, included in this amount is a \$50 refundable deposit.

A 2 5/16 inch ball is required to transport trailer. We have one on board.

Your church must reserve the entire unite. The Inflatable, and ONLY the Inflatable, can be taken separately. There will be a \$100 fee for this and \$50 will be refunded if slide is clean, dry and reloaded onto the Block Party Unit. All tie downs, caps, slide stakes/anchors, slide protestant, generator, extension cords, tarp, repair kit, sledge hammer and blower must ALL be re-packed properly.

The on-board generator will run the entire unit including Slide. Do NOT link drop cords together, this will result in power not reaching all machines.

**Check-out & Check-in policy:**

1. please complete the check list before starting your Block Party.
2. Please complete the check list when your Block Party is over.

*These forms are included in this document, leave that document in the trailer*

3. Pick up Trailer at scheduled time
4. Return Trailer at scheduled time

Broken or Missing items should be reported on the **Check-In** form.

In order to insure that you will be serving safe and non-contaminated food, PLEASE clean all equipment before using.

Photographs posted inside the Trailer make it easy to repack.

PLEASE re-pack trailer contents according to photographs and diagrams. Be sure to read labels on cabinets.

The Popcorn Machine, Sno-cone machine, Hot Dog Steamer and Cotton Candy machine should be cleaned before returning to BBA. The Cotton Candy machine requires special attention when cleaning. Please, refer to Block Party Manual (on board) for proper instructions. These cannot be used separately.

There is a 2 Burner Hot Plate and a Large Stainless Steel Pot on board for cleaning. Detergent and towels are on board also. Please start heating water for cleaning at the beginning of your BLOCK PARTY. Water will be hot to clean food equipment at the end of your event

The Block Party Trailer may not be transferred to another church/group before returning to BBA for proper re-stocking.

NO modifications may be made to trailer or inflatable

**INFLATABLE:**

1. Needs several good, healthy men to move and set up
2. Set-up on level ground with tarp under inflatable
3. Need someone 16 or over at "entrance" to slide for "crowd control"
4. Need someone 16 or over at "top of slide" for "crowd control"
5. Need someone 16 or over to help sliders at "exit"
6. Use "303 Protect ant" to prevent burns on slide"
7. Make sure slide is DRY before repacking.  
\*\*If you caught in the rain, please set-up slide inside BBA and dry off OR notify Kaye or Michelle.
8. Repair kit is on-board if there is a rip or tear.....PLEASE NOTIFY BBA

## WHAT IS IN THE TRAILER

Inflatable Slide

Fan

Tarp

Tie Downs

Stakes

Long Stakes

Caps for stake

Sledge hammer

Generator

Gas Can-FULL

Hand Truck

Dolly

2 5/16 inch ball

Flash lights

Pop corn machine

Pop corn

Pop corn bags

4 Dispensers for snow cones

Snow cone machine and ladle

Syrup for snow cones

Snow cone cups

Cotton candy machine

Floss sugar for cotton candy

Cotton candy cones

Brush to clean cotton candy machine

Hot dog steamer/Bun warmer

Distilled water for hot dog steamer

2 Burner Hot plate

Pot

3 item warming table

Cleaning Supplies

2 Trash Cans

Trash can liners

Dust pan

Bucket

Broom

Mop

Clorox

Cleaner

Spare Tire

12 Ton Bottle Jack

Instruction manual

Check list

First Aid Kit

Canopy Tent

Slide repair kit

220 V Cord to "plug in" unit

2 Jack stands

4 Wheel chocks

Games

Corn Hole

Ring Toss

Frog Toss

2 Hula Hoops

2 Parachute

2 Footballs

Face Painting

T-Ball

Horseshoes and Bean Bag Toss

Pick-Up Ducks

Bubbles-n-Stuff

Bulls Eye Bowling

Corn Hole

6 Orange caution cones

Large adjustable wrench

Tire tool

**\*\* \$50 REFUND WILL BE FORFEITED IF:**

1. Not returned at scheduled time  
WE HAVE PEOPLE AVAILABLE TO HELP RETURN THE TRAILER TO BBA - \$50 REFUND  
WILL BE FORFEITED
2. Equipment is not cleaned properly
3. Slide is returned wet.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

**SUGGESTIONS FOR CHURCHES**

1. Witnessing material
2. Cooler with ice for snow-cones
3. Helium tank and balloons ( can get from Wal-Mart)
4. Hot dogs and fixings
5. Drinks and water

## **CHECK OFF SHEET BEFORE USING**

1. Are all food machines clean?
2. Do you have supplies for sno-cones?
3. Do you have supplies for cotton candy?
4. Do you have supplies for pop corn?
5. Do you have cleaning supplies?
6. Is the slide clean?
7. Is gas can full for generator
8. Is the slide clean and dry?

NAME \_\_\_\_\_ DATE \_\_\_\_\_

## **CHECK OFF SHEET AFTER USING**

1. Is everything clean and in place?
2. Have you cleaned cotton candy machine with hot water and brush?
3. Have you cleaned the pop corn machine?
4. Have you cleaned the sno-cone machine?
5. Is the slide back in its place and dry?
6. Did you sweep and mop the unit?
7. Is everything inside secure so that it will not move during travel?
8. How much syrup is left for sno-cones?
9. How much floss sugar is left for cotton candy?
10. How much pop corn is left?
11. Are all games back in place?

NAME \_\_\_\_\_ DATE \_\_\_\_\_

**\*\*PLEASE LIST BROKEN OR MISSING ITEMS**

# RESERVATION INFORMATION

## RETURN THIS PAGE TO BBA WITH DEPOSIT CHECK

You will receive a key chain with 3 keys—1 for the back door(beside garage door), 1 for doors of unit, 1 for master locks

Please return to proper location

## FILL OUT COMPLETELY

\_\_\_\_\_ Baptist Church would like to use BBA Block Party Unit on \_\_\_\_\_  
\_\_\_\_\_. What time is your event? \_\_\_\_\_an/pm

\_\_\_\_\_ will pick up UNIT on \_\_\_\_\_ at \_\_\_\_\_am/pm. (24 hours prior to your event)  
name of person

\_\_\_\_\_ will return U NIT on \_\_\_\_\_ at \_\_\_\_\_am/pm. (within 24 hours of event closing)  
name of person

Where will your event be held \_\_\_\_\_ Is this a BBA Ministry/Missions event? Yes No

## **\*\*COPY OF DRIVERS LICENCE AND INSURANCE CARD FOR THOSE TOWING THE UNIT**

### CONTACT INFORMATION (need 2)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

**\*\*must have phone number**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

**\*\*must have phone number**

Who has been trained from your church? \_\_\_\_\_

Reserved by : \_\_\_\_\_ Date \_\_\_\_\_