

**EVANGELISTIC BLOCK PARTY TRAILER (EBPT) MINISTRY
RESERVATION REQUEST FORM**

for

Mother Lode and Sacramento Baptist Associations
5056 Sunrise Boulevard, Suite B-3, Fair Oaks, CA 95628-4943
Phone: (916) 863-5426 Fax: (916) 863-5428

- 1) Completed online (www.sacbaptist.org) two Evangelistic Block Party Training Videos? Date: _____
Training Video Part 1 What is an evangelistic block party? <http://noba.e-quip.net/presentations/show/1344>
Training Video Part 2 What is an evangelistic block party? <http://noba.e-quip.net/presentations/show/1343>
- 2) Filled out and signed **EBPT Reservation Request Form**.
- 3) A ***Certificate of [General] Liability Insurance*** with an ***Additional Insured Endorsement*** listing Mother Lode Baptist Association and Sacramento Association of Southern Baptist Churches as additional insured (this is usually a 3 page document from your insurance company with the last page an endorsement)
- 4) **Full payment of rental fee and security deposit.**
- 5) **Proof of tow vehicle insurance**, towing vehicle must have a 2" tow ball and a functioning trailer light attachment. A half-ton pick-up truck is very capable of pulling the trailer. (By California law, when a trailer is attached to a vehicle, the liability insurance of that vehicle covers the liability only of the trailer. By law a Ford Explorer can not be used to tow this trailer)
- 6) The attached ***Hold-Harmless Agreement*** must be completed and signed.
- 7) **Bounce House Safety Instructions** must be read and signed.
- 8) **Equipment Check List** must be read and signed.
- 9) Contact Ken Waltman, (916) 425-6083, for trailer pick up. See page 3 for pick up and return information.

No reservation will be considered final until the above requirements have been met.

Contact Information: Association: _____

Requesting Church: _____

Primary Contact Person: _____

Email: _____ Cellular Phone: _____

Alternate Contact Person: _____

Email: _____ Cellular Phone: _____

Reservation Request Date(s) (***Please read Reservation Guidelines paragraph below.***):

Preferred Date(s): _____

Event: _____

Reservation Guidelines:

The Evangelistic Block Party Trailer (EBPT) is provided on a first-come, first served basis. Only specific ministry dates will be considered. 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 of Liability Insurance with Additional Insured Endorsement listing *Mother Lode Baptist Association and Sacramento Association of Southern Baptist Churches* as additional insured, Hold Harmless Agreement and payment (rental and security deposit) are received by the SASBC office.

Event Permits:

The user of the EBPT 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 EBPT.

Fees:

Rental Fee: Two-Day Rental \$125 for 2 days rental* (minimum) or \$250 for five days;

(SASBC Champion Church**: \$75 for 2 days \$150 for 5 days; New Church Starts: No charge). \$ _____

Additional Days @ \$100 per additional day requested: _____ (Additional Days) x 100 = \$ _____

Total Rental Fees for confirmed reservation \$ _____

Refundable Security Deposit \$150. *(Please make a separate check.) (See Deposit Refund below.)*

Payment: Please write two checks: One for rental and the other for the security deposit. Make the checks payable to SASBC and return with reservation request. Please note in the memo line the letters: EBPT Rental, EBPT Security Deposit. The trailer does not come with supplies such as cups, ice, syrup for snow cones, charcoal for the charcoal grill, lolly-pops for the lolly-pop ring toss, shop vacuum for cleaning the bounce houses, etc. The church is responsible for providing those according to the size of the event they anticipate. Pre-measured popcorn is provided in the trailer. Please use only the pre-measured bags with the oil and popcorn in the right mixture for the popper. This is a safety issue.

A Late Fee of \$125 per day will be charged if the trailer is returned anytime after 12:00 PM of scheduled return day without prior scheduling with Ken Waltman.

*Allows pick-up by 4PM the day before the event as scheduled with SASBC, by the church hosting the event the next day, and cleaning and returning the trailer by 12:00 PM (noon) on the Monday after the event. Please remember that there other churches using the trailer so please return the trailer promptly. The trailer should be ready to use so return it clean and ready to go. If your church is having a longer event it may reserve additional use if available.

*** A SASBC Champion Church is a church that contributes financially to the association, sends in their Annual Church Profile Report, gives people to serve in the association, and prays for the association.*

Pick-up and Return:

Please call and make an appointment to pick-up the trailer at the SASBC offices before your scheduled pick-up day. **Note:** The trailer will be stored at the Fourteenth Avenue Baptist Church, 6240 14th Avenue Sacramento, CA 95820 and must be returned to the same location. Your pick-up and drop off time should be pre-arranged with Brother Ken Waltman, (916) 425-6083. Remember that Brother Waltman is a layman who is volunteering to serve you. Please respect his time and be prompt in picking up and dropping off the EBPT. A drop off time AFTER prearranged scheduled drop-off time may cause a late fee assessment of \$150 per day.

Churches are required to complete a checklist upon receipt of the trailer and notify SASBC 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 the forfeiture of the deposit and additional repair and/or replacement charges to be paid by the church prior to any further rental in the future.

Deposit Refund:

The deposit will be returned when and if the following conditions are met:

1. The trailer requires no cleaning or repacking.
2. The equipment is returned in working order.
3. The trailer was returned on time.
4. A Evangelistic Block Party Trailer ministry report is completed.
5. If you fail to cancel your event for any reason and do not pick-up the trailer your rental fees will be forfeited but your security deposit will be returned without the above conditions being met.
6. The deposit will be returned within 30 days of the ministry report being received.
7. If the trailer and/or equipment is damaged and requires more than \$150 to repair and/or replace, you will be held and responsible and billed for the difference.

I understand and agree to the previous requirements for the use of the Evangelistic Block Party Trailer.

_____ Date

Church Representative

OFFICE USE ONLY:	Date: _____	Event: _____
Received From:	_____	
	Name	Mobile
		Church
_____	Payment Received	
_____	Deposit Received	
_____	Proof of Insurance on vehicle which will tow trailer	
_____	<i>Certificate of [General] Liability Insurance with an Additional Insured Endorsement</i>	
_____	Completed Hold-Harmless Agreement.	
_____	Contacted Brother Ken Waltman for pick up and return of EBPT	
_____	Signed Bounce House Safety Instructions	
_____	Signed Equipment Check List	

HOLD HARMLESS AGREEMENT

For Use of Evangelistic Block Party Trailer



I/We the undersigned authorized representative(s) of _____
(name of organization)
of the city of _____, state of _____ shall be using the
Evangelistic Block Party Trailer, herein referred to the **EBPT**, of the **Mother Lode Baptist
Association and Sacramento Association of Southern Baptist Churches**, herein referred to as the
MSSS Associations, from _____ to _____, for the purpose of

_____.

I/We understand and agree that neither the **MSSS Associations** nor its trustees, representatives, employees or agents may be held liable in any way for an occurrence in connection with the use of the **EBPT** which may result in injury, harm or other damages to the representatives, participants, guests, invited or not of the undersigned.

As part of the consideration for being allowed to use the **EBPT** I/We assume all risks in connection with its use and operation.

I/We further release the **MSSS Associations**, its trustees, employees, agents or representatives for any damage which may occur in the use or operation of the **EBPT**.

I/We further agree to save and hold harmless the **MSSS Associations**, its trustees, employees, agents or representatives from any claim by the undersigned member of the Organization their estates, heirs or assigns arising out of or participation in any form or fashion in the use and operation of the **EBPT**.

I/We further state that I/We are authorized to sign this agreement; that I/We understand the terms herein are contractual and not mere recital; and that I/We have signed this document out of my/our own free act and volition. I/We further state and acknowledge that I/We have fully informed ourselves of the content of this affirmation and release by reading it before I/We signed it.

I/We have executed this affirmation and release on the _____ day of _____,
(month) (year)

Print name: _____ Signature: _____

Print name: _____ Signature: _____