



BLOCK PARTY TRAILER RENTAL AGREEMENT

1. Popcorn popper should be cleaned out (*No water should be used on the kettle*) and stored on the shelf.
2. Snow cone machine should be wiped out and dry, then stored on the shelf.
3. Sound equipment should be stored on the shelf.

The above items should be on the shelf **and the metal bar should be placed across the shelf** so the above items are secure and do not fall during transportation.

4. Place all extension cords, etc. in buckets.
5. Chairs and tables should be stored in the trailer **as shown on the pictures** on the wall.
6. Dry out any coolers that were used so they do not mold.
7. Bounce houses should be swept out prior to **rolling up**. Use Clorox wipes to sanitize.

Note:

Roll (do not fold) the Bounce Houses.

- If it should rain while bounce houses are blown-up and you have no option but to roll them up while wet, **BE SURE TO TELL THE HCN OFFICE!** (The blow-ups mold when they are wet and stored.)
8. When returning trailer, place it in back up position between the tree and HCN office door. And place blocks behind back tires so it cannot roll.

When the trailer is returned it should be backed up by the HCN office door. All locks should be secured and keys should be returned to the HCN office or to the next party using the trailer.

If any of the above equipment is broken, dirty when you unload, please let the HCN office know so it can be addressed before the next team uses the trailer.

Please sign below that you will follow the simple instructions above and return this form to the HCN Office. (*Keys to the Block Party Trailer will be given to the renter after this document has been signed and returned to the HCN Office*)

_____ <i>Signature</i>	_____ <i>Church</i>
_____ <i>Date</i>	