

Block Party Trailer Usage Agreement

Upon signing this agreement, the church agrees to rent the equipment from the Heartland Church Network in accordance with the terms set out below.

Rental Fee & Deposit

The Block Party trailer is to be used for church events only. The **\$75 rental fee** (\$25 for an additional day), along with a **\$250 refundable deposit** will be due prior to picking up the trailer.

Picking Up of Equipment

The church renting the trailer is responsible for picking the trailer up at the HCN building (2100 S 51st ST), OR communicating with previous church contact on when/where to pick it up. **Events are frequently scheduled close together which will require communication between block party trailer users.** The HCN office will provide the appropriate contact information.

Important: It takes several people to properly load/unload the trailer, so plan on having plenty of help! Towing the trailer requires a 2-inch ball, 4 pin line connection with a 3000 lbs. towing capacity.

The person or persons towing the Block Party Trailer must be of at least 21 years of age and have a legal drivers license.

Use of Equipment

The church agrees to use the Block Party Trailer and its contents in a careful manner, respecting the equipment, using it for the purpose for which it was designed and not for any other purpose. The condition of the trailer and its contents must be in the same condition at the time of drop-off as it was upon pick-up, including but not limited to:

- All tables, chairs, and coolers cleaned or rinsed out, and dried before storing
- Removal of any and all trash, surfaces thoroughly wiped down and cleaned
- Popcorn Machine cleaned (NO WATER SHOULD BE USED ON THE KETTLE), dried, and stored properly on the shelf
- Snow cone machine should be cleaned, dried, and stored properly on the shelf (THIS INCLUDES SYRUP BOTTLES)
- Sound equipment should be stored properly on the shelf
- Extension cords rolled & stored in weather-proof tubs
- Bounce Houses should be swept out prior to rolling up, Use Clorox wipes to sanitize
 - **ROLL do not fold the bounce houses** (See Online **How To Store Inflatables Video** at HeartlandChurchNetwork.org)
 - *Under no circumstances should the bounce house be stored wet or damp*
- Be sure to use blocks behind back tires so the trailer cannot roll

Returning of the Trailer

The church renting the trailer is responsible for returning the trailer to the HCN building (2100 S 51st ST), OR communicating with the next church contact on when/where to pick it up. As stated above: **Events are frequently scheduled close together which will require communication between block party trailer users.** The HCN office will provide the appropriate contact information.

Upon inspection the \$250 deposit will be refunded if trailer and all its contents are returned in good order and condition. In event of a pickup/drop off directly to next renter, both parties will signoff on the Block Party

Trailer transfer agreement posted on inside of the trailer. Once the transfer agreement is signed, the Block Party Trailer will be the responsibility of the new renter.

If any equipment is deemed not properly taken care of in the Block party trailer, the \$250 deposit will be forfeited.

In the case of any loss or damage to equipment the renter must provide prompt notice to HCN office.

Weather Considerations

Rain: If it appears that rain is imminent, the bounce house should not be unloaded from the trailer. If the bounce house is already set up, it should be deflated and stored immediately. If the bounce house gets wet, it should be set up and allowed to dry before it is used or stored.

Wind: If the wind is blowing or gusting above 25 mph the bounce house should be deflated immediately. If the wind dies down below 25 mph, the bounce house can be inflated and used again. For optimum safety, the bounce house should be set up in a location where it can be staked into the ground to secure against wind.

Please refer to the *Block Party Trailer Policies and Procedures* and online tutorials for proper set-up, take-down and usage of the bounce houses.

Hold Harmless Agreement to Heartland Church Network

Church: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Pastor: _____

Coordinator: _____

Use Date(s): _____

Upon signing this agreement, you assume full responsibility for the trailer and its contents from pick up to return. All churches must have liability insurance. In consideration of the use of the trailer, bounce houses, popcorn machine, snow cone machine, sound equipment, and other contents of the block party trailer, the user agrees to hold harmless the Heartland Church Network from any and all liability in the transportation, use by user and guests, etc., and the return of the said equipment in the same condition as received.

YOU HAVE OR WILL read the *Block Party Trailer Policies and Procedures* and viewed the online tutorials for proper set-up, take-down and usage of the bounce houses. Yes No

USER Signature: _____ **Date:** _____

Contact Phone: _____ **Text:** YES or NO

HCN Office Signature: _____ Date: _____