

Block Party Trailer Transfer Agreement

This agreement is a release of the Block Party Trailer on [DATE]_____

Between:

[CHURCH A] _____

Pastor/Coordinator: _____

Contact Phone: _____ Text: YES NO

And:

[CHURCH B] _____

Pastor/Coordinator: _____

Contact Phone: _____ Text: YES NO

Upon signing this agreement **CHURCH A** confirms they have properly followed all **Block Party Trailer Policies and Procedures** and all equipment/supplies have been properly used, cleaned, and returned in good working condition. **CHURCH B** releases **CHURCH A** of any responsibility of the Block Party Trailer and its contents.

IMPORTANT: 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

Has **CHURCH B** inspected the Block Party Trailer and its contents before the transferring of the trailer?

CHURCH A YES _____ NO _____

After inspection: Has **CHURCH A** properly used, cleaned, and returned all equipment listed above as outlined in the **Block Party Trailer Policies and Procedures**?

CHURCH B please initial: YES _____ NO _____

If no, please list concerns below:

In the case of any issues regarding the transferring of the Block Party Trailer, please contact **Mark Elliott 402-680-0820**

Upon signing this agreement **CHURCH B** assumes full responsibility for the trailer and its contents from pick up to return. The transfer of agreement releases Church A's \$250 deposit.

CHURCH A Representative

Signature: _____ Date: _____

CHURCH B Representative

Signature: _____ Date: _____