

Heart of Kansas Southern Baptist Association

Event Trailer Information Packet

(Updated 3/31/2014)

3474 S Meridian Ave
Wichita, KS 67217
(316) 943-3446

Please call the association office to get keys and access codes.

Mon-Fri 9am – 1pm
(316) 943-3446

New in 2014

- Reservations may only be made for two consecutive days. Up to 14 days before your reservation, if equipment is available, your reservation may be extended for an additional two consecutive days by emailing hoksba@hoksba.org with your request.
- Multiple day reservations will incur an additional charge of \$20 for each additional day when any of the food is being used.
- A church can have up to two outstanding rentals on the calendar.
- Trailer door locks are keyed. You need to contact the association office to arrange pick up.

New in 2013

- Light adapters and ball mounts are no longer in the trailer. A limited number are available on a first come first served basis with a \$75 deposit from the Association office, due back the day after your event.
- Prices have increased to compensate for increased maintenance and replacement costs.

Reserving the Trailers

Reservations for the trailers can be made from our website (www.hoksba.org). Please check the calendar on the website for availability before making your request. Payment must be received within seven days to confirm your reservation. Please note on the check that your payment is for the event trailer rental. Payment must be made within seven days of placing the reservation or it will be canceled.

Trailer Information

We have two event trailers available for churches who cooperate with HOKSBA or SCASB to use for their activities. Both trailers have a 2 5/16" hitch. Each trailer has a seven round light hook up.

Ball mounts and light adapters are available from the association office with a deposit of \$75/set and are due back the first business day after your event. They are available on a first come, first served basis.

It is highly recommended that you use a full size truck to pull the trailers (200 lb. tongue weight with 3,500 lb. load capacity.) The Block Party Trailer is 14' x 7' tandem axel. The Obstacle Course Trailer is 16' x 7' tandem axel.

Fees

Item	Fee
Obstacle Course Trailer	\$125
Block Party Trailer	\$125
Multiday Event Using Food Items	\$20 for each additional day
Consultant* (each setup/tear down)	\$100
Cancellation (within two hours of event)	\$50
Scholarship Rate** (per trailer)	\$60

* The consultant's job is to give guidance in setting up, tearing down, and storing the equipment and must be trained and approved by HOKSBA.

** A limited number of scholarships are available for HOKSBA churches and church plants.

Picking up and Returning the Trailers

The trailers are stored at Stor-All (13000 W US 54). The storage facility is accessible 24 hours a day via an electronic keypad and gate. The code for the keypad is . Only one vehicle may clear the gate at a time. Each vehicle must enter the code. The speed limit within the facility is 5mph, so please proceed slowly. We are responsible for any damage done to the facility, so it is recommended that a spotter help when the trailers are being returned. The trailers must be backed into their parking spots.

The trailers are in spots RV19 and RV23 which are at the very back of the storage facility. After entering the gates, head straight and then turn left at the pole barn. Take a right at the fence, and then follow the road around to the right. The trailers will be on your right, towards the end of the row.

The block party trailer has the number 100 on the front, and has graphics on the trailer. The obstacle course trailer has the number 101 on the front. They should be parked in RV19 and RV23 which are marked with a big brown spray painted dot on the wall of the building directly behind, as well as a sign mounted on a post in a bucket. Please replace the sign at the front of the parking place after taking the trailers.

The doors of the trailer are keyed. The hitch lock combination is . Normally, trailers are available to pick up after 1:00pm on the day of use, and must be returned by 11:00am the following day. Other arrangements can be made, but please contact the association office about these exceptions.

Weather Considerations

At the discretion of the consultant, the inflatables cannot be used in the cases of:

- **Rain:** If it appears that rain is imminent, the inflatable(s) will not be unloaded from the trailer(s). If the inflatable(s) are already set up, they should be torn down and stored immediately. If the inflatable(s) get wet, they should be set up and allowed to dry before they are used or stored.
- **Wind:** If the wind is blowing or gusting to above 25mph the inflatable(s) should be deflated immediately. If the wind dies down below 25mph the inflatable(s) can be inflated and used again.

Rental Instructions

Before Your Event

- **Fill out the form** on the Heart of Kansas website. Making this request will hold your spot for seven days. Your reservation will be confirmed upon receipt of the use fee.

- **Mail** your use fee to the Heart of Kansas office. Please note on the check that it is for the event trailer rentals.
- **Contact your local municipality** to see if any permits are necessary to conduct a block party in your area.
- **Proof of insurance** should be provided to the associational office before the trailer can be picked up that lists the association as “additional insured.” Contact your property insurance agent to make arrangements for the \$300,000 minimum per occurrence liability insurance. HOKSBA must be listed as “additional insured” during your use of the trailer(s). Please send the association a copy of proof of insurance as soon as possible. A copy of the proof of insurance is necessary and must be received at the associational office 10 days before the trailer can be picked up.
- The **Hold Harmless Agreement** found at the end of this document must be signed and returned before the trailer can be picked up.
- Secure **adult volunteers** to help with setup and tear down of equipment. At least five strong adults are required, especially for the obstacle course.
- Secure **adult volunteers** to man each piece of equipment that will be in use.
 - Moonwalk 1-2 volunteers
 - Obstacle Course 2-3 volunteers
 - Food Stations 1-2 volunteers for each station (3 stations)
- Secure **additional supplies** needed for the equipment you will be using
 - Gas & Gas can for the generator(s)
 - Ice for sno cones
- **Plan to allow 60-90 minutes for set up.**

After Your Event

- **Any food equipment that is used will need to be washed.** If you are having your event somewhere without running water, please plan in advance to have someone take the equipment offsite and wash it.

- **Return the trailer** to its storage location by 11:00 AM the day after your event. Other arrangements can be made, but please contact the association office for these exceptions. Be sure to reattach the hitch lock Our spots are marked with a big brown spray painted dot on the wall of the building directly behind our spots. There is also a sign that should be at the front of the parking place. Please return the sign to the front of the space after parking the trailer. If another trailer is in one of our spots **DO NOT PARK IN ANOTHER SPOT**. Return to the office at the front of the storage facility and notify the staff.
- **Return ball mount and light adapter** the first business day after your event in order to receive your full deposit back.

Block Party Trailer Contents

- Moonwalk with blower (15x15)
- Popcorn Popper (includes popcorn, oil, salt, and serving bags)
- Cotton Candy Machine (includes cotton candy sugar, and cones)
- Snow Cone Machine (includes syrup and cups)
- ~~A Helium Tank with regulator, balloons and string/ribbon.~~ Not available until further notice
- 5 4-foot Portable Tables
- Industrial Extension Cords, Bungee Cords
- Generator

Obstacle Course Trailer Contents

- Obstacle Course
- Extension Cords
- Generator

Requirements for Obstacle Course

Because of the size and safety issues of the obstacle course there are special requirements for its use.

Setup

At least five adults are required to be on hand for setting up the obstacle course. It is in two pieces, one weighing 400 lbs and the other 600lbs. It is 55' long, 15' wide, and 20' tall.

If the obstacle course will be set up outdoors, it must be set up in a space where stakes can be driven into the ground to secure it in case of wind gusts. In case of inclement weather it is the sole discretion of the consultant when the inflatable needs to be torn down and returned to the trailer.

Operation

At least two adults are required to attend to the obstacle course while it is in use. One adult should be at the entrance making sure participants take off their shoes and do not enter until the other participants have exited the ride. The other adult should be at the top of the slide making sure participants do not jump down the slide.

Requirements for Moonwalk

The moonwalk must be set up in a location where it can be staked into the ground to secure against wind. In case of inclement weather it is the sole discretion of the consultant when the inflatable needs to be torn down and returned to the trailer.

Consultants

The consultant's role is to supervise the set-up and tear-down of the contents of the block party trailer. A minimum of five adults must be on hand to help with the set-up and tear-down of the contents of the event trailer(s). It is not the responsibility of the consultant to do this on his own. The consultant may or may not stay for the duration of the event. In case of inclement weather it is the sole discretion of the consultant when the inflatable needs to be torn down and returned to the trailer.

Lost Equipment

Please report any equipment missing from the trailer(s) to your consultant or the HOKSBA staff. Renters will be charged for any equipment that is noted as missing by the next renter. Pay special attention to: tongue lock and pad lock, extension cords, etc.

HOLD HARMLESS AGREEMENT TO HEART OF KANSAS SOUTHERN BAPTIST ASSOCIATION AND SOUTH CENTRAL BAPTIST ASSOCIATION

USER: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

Pastor: _____

Coordinator:: _____

Use Date: _____ to _____ .

In consideration of the use of the trailer, moonwalk, tent, popcorn machine, snow cone machine, cotton candy machine and other contents of the block party trailer. User covenants and agrees to insure and hold harmless the Heart of Kansas Southern Baptist Association from any and all liability in the movement, use by User and guests, etc., and the return of the said equipment to the Heart of Kansas Southern Baptist Association in the same condition as received.

USER: _____

Pastor: _____

Telephone No. _____

Coordinator: _____

Telephone No. _____