

**HOLSTON BAPTIST ASSOCIATION**  
**BLOCK PARTY TRAILER REQUEST FORM**

Church Name: \_\_\_\_\_

Church Office Phone Number: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Contact Person Position/Title: \_\_\_\_\_

Phone Number for Contact Person: \_\_\_\_\_

E-mail for Contact Person: \_\_\_\_\_

Name of Pastor: \_\_\_\_\_

Event Name/Occasion: \_\_\_\_\_

Vision/Mission of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Dates Requested: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Is the event an evangelistic outreach/community outreach? \_\_\_\_\_ Yes/No (Circle One)

Has the event been publicized to the community? \_\_\_\_\_ Yes/No (Circle One)

Have you reserved trailer in the last 3 months? \_\_\_\_\_ Yes/No (Circle One) Date: \_\_\_\_\_

Vehicle Type to Pull Trailer: \_\_\_\_\_

By signing below you agree to the rules, regulations, terms, and conditions as mentioned in the "Rules and Regulations" attached. You further agree to pay \$100 rental fee per day used and a \$400 security deposit before signing out the trailer and are subject to cancellation fees if canceling within 48 hours of the event.

(\*Note: **Reservation is not finalized until: payment is received, Certificate of Insurance is provided and Request Form is completed.**)

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Pastor: \_\_\_\_\_

Date: \_\_\_\_\_

# HBA BLOCK PARTY TRAILER RULES AND REGULATIONS

- *Only Holston Baptist Association churches are allowed to reserve Block Party Trailer.*
- The Block Party Trailer is to be used for evangelistic/community outreach only. This means that your church has publicized this as a public event through promotion by various means.
- Trailer reservation fee is as follows: \$100 rental fee per day + \$400 security deposit (separate checks). Each additional day is \$100. This fee helps to cover cost of trailer supplies/stock (popcorn, cotton candy mix, etc.) and also maintenance on trailer and equipment.
- **Before reservation can be confirmed**, the church must complete the Request Form, provide its Certificate of Insurance, and pay the \$100 reservation cost PLUS the \$400 security deposit in separate checks (You may bring the \$400 security check any time before you come and pick up the trailer). You will receive the deposit back as long as the Block Party Trailer is clean, put back together as the Instruction Guide (INSIDE the trailer) shows, and nothing is missing or broken.
- You must provide CERTIFICATE OF INSURANCE (see attached sample) – Insurance must show Proof of Commercial General Liability and Automobile for any Auto.
- Every HBA church has the right to a “first come, first served” two-day reservation once per quarter. Every request after that must be approved by the block party trailer team.
- The Block Party Trailer can only be reserved for a maximum of 2 days. Trailer may be reserved for additional days if the trailer has not been reserved by anyone else within 2 months of the requested dates for an additional \$100 rental fee per day and \$400 security deposit.
- The Trailer is stocked for an event of up to 150 people. If the expected attendance is more, then the church reserving the trailer is responsible to buy the extra supplies.
- **Cancellation Policy:** Reservation cancellations for any reason other than bad weather within 48 hours of event will be charged \$25 but refunded the remainder.
- Churches are responsible to provide proper vehicle to tow trailer. Example of proper vehicle minimum size is an F-150 or Chevy 1500.
- Each church reserving the trailer is responsible for the proper clean-up of all trailer equipment.
- Trailer must be returned in the condition described in Block Party Trailer Instruction Guide (which will be IN the trailer).
- The church reserving the trailer will be held responsible for any damage done to trailer or equipment during their reservation.
- Churches may pick up the Block Party Trailer at 12:00 p.m. or later the day they will be using the trailer.
- The Block Party Trailer must be returned to the HBA no later than 11:00 a.m. the following day of use.
- Churches are not allowed to pick up/drop off trailer to/from other churches without prior consent from HBA. The Block Party Trailer must come back to the HBA to be checked.
- Failure to uphold these rules and regulations may result in loss of privileges in using the Block Party Trailer.




# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/30/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME:		
		PHONE (A/C, No, Ext):	FAX (A/C, No):	
INSURED		E-MAIL ADDRESS:		
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A:	INSURANCE CO	
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			INS Policy #	Start date	End date	EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			INS Policy #	Start date	End date	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE

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