

Neuse Association Block Party Trailer Information Packet

What is it?

The **Block Party Trailer** is an outreach tool provided by the **Neuse Baptist Association** of La Grange, NC with funds provided through our churches, the Baptist State Convention of North Carolina and the NC Baptist Foundation. The Block Party Trailer contains many tools and resources that can be used to reach our communities. Churches of the **Neuse Baptist Association** can use this trailer for their ministry/outreach purposes. You can reserve the trailer by returning a completed reservation form and \$100 deposit.

How much does it cost?

*All churches must submit a \$100 deposit with the Reservation Form within 10 days of your call to the NBA. After 10 days, if the reservation form has not been received, the date will be reopened.

Rental Fees:

\$100 for all NBA churches.

* No Cost for new church starts (5 years or younger)

*For sanitation purposes, Neuse Baptist Association will purchase & bill churches for the syrup & floss required in our machines. These items will then become the property of the respective church and WILL NOT need to be returned to the Association Office.

Where is the trailer kept?

The Block Party Trailer is housed at 176 Piney Grove Ch Rd, La Grange. Groups using the trailer are responsible for picking up and returning the trailer to this location. **The trailer must be picked up and returned to the NBA Office during regular business hours (Monday – Friday, 8:30 – 4:00 PM).**

What do I need to provide?

- A power source or you can use our generator (NC Law requires generators to be used properly - A \$500 fine will be imposed if not hooked up properly. NC Dept. of Labor occasionally performs “surprise” inspections.)
- Ice (for Sno Cone machine)
- Neuse Baptist Association will purchase & bill churches for the syrup & floss required for our machines. Churches will keep these items for next use.

What steps are necessary to use the trailer?

Step 1 Submit ALL paperwork and deposit to the NBA. **A Certificate of Liability Insurance, indicating church’s Commercial General Liability Policy, must be provided! Please contact church’s Insurance Agent for this request. Certificate of Insurance can be faxed or emailed to the Neuse Baptist Association.**

Step 2 Pay the amount owed for use of the trailer. This can be paid up to the week of the event.

Step 3 Make arrangements to pick up the trailer. Make sure the transport vehicle meets the following tow requirements:

- 3/4 ton full-size truck is recommended and trailer hitch
- Hitch must be at a minimum class 3 (500 lb tongue weight with 5,000 lb load capacity). Class 4 is the best if possible (1,200 lb tongue weight with 12,500 lb load capacity).
- Hitch ball size must be **2 5/16 inches**. There is a 2 5/16 hitch ball included in the trailer.
- Light hook up is a standard 6 pin with electric brakes.

Step 4 Complete the inventory checklist to make sure all items are present. Notate any damages.

Step 5 Return inflatables and food machines, **clean and dry**, back to the trailer. If there is damage (other than normal usage wear) the church may need to pay for replacement of broken item(s).

Step 6 Return the trailer back to Neuse Baptist Association in the same condition as when picked up (or better). Return keys and manual to the NBA the following Monday if used on a weekend or the day trailer is returned if a weekday. If a church has booked the trailer the day after you, special arrangements may need to be made between the two churches.

Step 7 Report to the Association any damage or supplies that need to be replenished.

Block Party Trailer Reservation Form

We hope that you enjoy using the NBA block party trailer. We pray that it will be a useful tool to your church and community.

Today's Date: _____

Church Making Request _____

Coordinator Name _____

Date Trailer to be Picked Up: _____

Date Trailer to be Returned: _____

Date of Party: _____ Time of Party: _____

Contact Phone Numbers: _____

Contact Email: _____

Mail to Associational Office a \$100 deposit to be submitted with this reservation form. This deposit reserves your spot and \$50 will be returned when the block party trailer is returned, if it is found to be returned in the same condition (or better) as when picked up. \$35 will be withheld if the trailer and/or any contents are found damaged or in need of excessive cleaning. **Please return all items cleaned and DRY!** The NBA will retain \$50 for service fees.

***Please call your insurance company and have them fax or email a current certificate of insurance. A Certificate of Liability Insurance, indicating church's Commercial General Liability Policy, must be provided! Please contact church's Insurance Agent for this request. Certificate of Insurance can be faxed or emailed to the Neuse Baptist Association.**

Hold Harmless Agreement

In consideration of the use of the trailer, inflatable bounce houses, popcorn machine, cotton candy machine, snow cone machine, tables/chairs, banners, and other contents of the block party trailer, User covenants and agrees to insure and hold harmless the Neuse Baptist Association from any and all liability in the movement, use, and the return of said equipment to the Neuse Baptist Association.

By *signing* and submitting this reservation request, we acknowledge that we have read, understand, and agree to the above stated policies related to the use of our associational Block Party Trailer.

Pastor: _____ **Date:** _____
(Signature)

Coordinator: _____ **Date:** _____
(Signature)

Pre Operation Inspection Checklist

- Weather conditions are safe for operation
- All trained operators/attendants are present
- Ensure rides are properly inflated
- Inflatable is clean and free of stains
- Entrance safety net is secure and in place
- Entrance safety ramp is secured
- Warning/Rules signs are visibly posted
- Internal air pressure is sufficient for sure footing
- Passageways are clear of obstructions
- Ropes and foothold are strong and intact
- Inflatable is 20' clear of utility lines
- Blower is clean and firmly attached
- Blower is working and plugged into GFCI outlet
- Electrical cords are free from wear
- Check surrounding area for debris or anything that might puncture or damage the ride
- Check inlet tubes to make sure blowers are securely attached and that all zippers or outlets are closed
- All stakes, tie downs, clips, or ropes are covered
- When inflated, check for rips, tears, as well as signs of aging or cracking
- Point out and make all riders aware of the rules
- Inflatable must be securely anchored at all times
- Entry into the ride must be orderly
- Riders should be similar age, height, and weight
- Persons with mental and physical impairment should not be allowed to use the ride
- No riders under the age of 3 in large bounce houses
- No shoes, eyeglasses, jewelry, or sharp objects
- No rough play
- No food, drinks, gum, pets, or silly string
- Do not jump onto or off the ride
- Use whistles/signaling devices
- Keep patrons away from blowers at all times
- Deflate if wind exceeds 15 mph
- Go down slide feet first only
- No climbing up slide the wrong way
- No jumping onto the slide area
- Popcorn, sno cone, and cotton candy machines are clean

Post Operation Inspection Checklist

- Rules/Warning signs are removed
- Inflatables are **DRY** and swept **CLEAN** of debris
- All games, tools, and accessories have been stored
- All items related to inflatables have been properly stored in the trailer
- All food machines are cleaned with soap and water, dried, and properly placed back in the trailer

Item Checklist

- Westinghouse Generator
- Jungle Jumps Castle Bounce House II
- Jungle Jumps Blue & Red Castle Combo
- Little Tikes Toddler Bounce House with Slide
- Ladder Toss
- Ring Toss
- Parachute
- (2) Corn Hole Games (8 toss bags)
- Sno Cone Machine (syrups & cones)
- Cotton Candy Machine (floss & cones)
- 4 Tables
- 8 Chairs
- 2 Blowers
- 2 50 ft. Power cords
- 1 100 ft. Power cord
- 1 Ball & Hitch
- 1 Wrench
- 2 Mats
- 8 Stakes
- 1 Sledge Hammer
- 1 Mallet
- 2 Tarps/ground cloths
- 2 Canopies
- 1 5lb fire extinguisher
- 8 Warning Cones
- 2 GFCT Receptacles
- 1 First Aid Kit
- 1 Tool Kit
- 1 Bucket (cloths and cleaning supplies)
- 2 Rules Signs
- Manual

Neuse Baptist Association, 176 Piney Grove Ch Rd La Grange NC 28551

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Operating Procedures for Inflatables

Each operator should read and understand the owner/operator manual.

1. Do not operate the ride if the wind exceeds 15 mph.
2. All riders must remove their shoes.
3. Riders must remove glasses and any loose or sharp objects.
4. Sort riders (4 yrs. and older) for large inflatables and (3-4 yr olds) for Little Tikes Toddler Inflatable. Only riders of the same size will be allowed in at the same time.
5. The rated capacity should never be exceeded. The capacity of the ride is 3-4 children max.
6. The operator should assist the riders when they enter and exit the ride.
7. The operator should position himself in close proximity to the entrance of the ride. There is a \$500 fine if the designated operator is not present.
8. The operator should watch the riders at all times. No rough-housing will be tolerated.
9. The rules posted on the warning sign must strictly be enforced by the operator.
10. When the time has expired for each ride, the operator should inform the riders time is up and to exit in an orderly fashion. Simply say, "switch" or blow a whistle.
11. The operator should assist the riders while they exit the ride.
12. The operator must remain in control of the ride at all times.

Proper Set-up Procedures

Note: Arrive early! Three hours before the event is not too much!

1. The site selected for set-up should be clear of debris and overhead obstruction. Debris includes sharp objects, sticks, stones, etc.
Note: A tarp/ground cover is recommended at all times.
2. Roll the inflatable out on the designated site.
3. Find the bottom edge of the inflatable where the tie downs are located and make sure it is stretched out fully.
4. Anchor the inflatable by using the proper anchoring devices and methods described in your owner's manual. The use of stakes—either corkscrewed or driven into the ground—is most common. Attach the stakes to the ride by clips or ropes. When stakes cannot be used, an alternative method must be used. One alternative method is the use of sand bags.
5. After the ride is anchored, attach the blower(s). Make sure the blowers are securely fastened to the air inlet tubes and all zippers or outlet tubes are closed.
6. Before plugging in the blowers, make sure the power cord or receptacle is the proper voltage and amperage required for your application.
7. Turn on the blowers and check for proper inflation. When deflating the ride, keep the ride anchored and other people away from the ride. Turn off the blowers and open all outlet tubes and zippers. Remain with the ride until it is completely deflated.

Pre-Opening/Usage Inspection

1. Ensure the ride is prepared to be inflated. Check the ride and surrounding area for debris or anything that might puncture or damage the ride.
2. Check the inlet tubes to make sure the blowers are securely attached and that all zippers or outlet tubes are closed.
3. Check all stakes, tie downs, clips or ropes. If the stakes are located away from the ride, they must be covered.
4. Check electrical cords for defects and proper connections.
5. Check the blower for proper guards and shields.
6. Make sure everyone is clear of the ride.
7. Turn on the blowers.
8. When the ride is fully inflated, check the outside of the ride for rips and tears, as well as signs of aging and cracking.
9. The inside must be checked for moisture, rips and tears, and debris.
10. Check to make sure that the warning sign is in good condition and clearly legible and visible to riders.

Emergency Procedures

Emergencies can arise for various reasons. The following are a few examples of emergencies and how they can be handled. This is strictly a guide to help you.

Weather

Bad weather can arrive in the form of rain, lightning, or strong wind. In each case you should evacuate the ride as quickly and safely as possible.

- **Remain calm!** If you panic your patrons may also panic. Stay calm and stay focused on your job, which is to help patron exit the ride quickly, but in an orderly fashion.
- After everyone exits the ride, follow your company's specific emergency procedures for shutting down the ride.
- When the ride begins operation, it should be inspected by a qualified inspector.

Loss of Electrical Power

When a loss of power occurs, the ride will slowly start to deflate.

- **Remain calm!** You will have ample time to help the patrons quickly and safely exit the ride.
- Contact your trained coordinator to check the problem. Do not leave the ride unattended.
- When the problem is corrected, a routine inspection should be performed by qualified personnel before the ride is put back in service.

Injuries

When an incident occurs, conduct yourself in a professional manner.

- **Remain calm!** If minor injuries, assist the injured person from the ride. Ask, "Are you ok?" Apply band-aid if necessary. Pray for the injured person.
- If major injuries, do not move the injured person!
- Contact first aid personnel or other services if required.
- Assist in crowd control to make way for emergency personnel and vehicles.
- Do not discuss the incident with anyone except your emergency personnel.
- Complete an accident report as soon as possible while the incident is still fresh in your mind.
- Every incident, no matter how small, should be reported to the NBA using the Incident Report.

Deflation and Packing Procedures

Taking down the inflatables typically requires three or four people. Turn off the motor. As it deflates, guide it down. If necessary, dry the inflatables. Ensure it is **completely dry** to prevent mold and mildew. Fold or roll up the inflatables the same way they were received. All food machines should be washed with soap and water, dried and placed back in the trailer. A cleaning charge will be assessed if these machines are returned dirty.

NBA Block Party Trailer Incident Report

Church: _____

Date Of Incident: _____ Time Of Incident: _____

Location Of Incident: _____

Event Onsite Supervisor: _____

Onsite Supervisor Phone #: _____

Name And Address Of Person(s) Involved In Incident:

Name	Address
_____	_____
_____	_____
_____	_____

Description of Injuries: _____

Emergency Notification Made By: _____

Property Damage: _____

Owner Of Property: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Description Of Incident And Action Taken: _____

Post Event Follow-Up

Church Name: _____

Upon initial inspection, did you notice any items that were torn, broken, or unclean? If so, explain _____

After your event, were any items broken or damaged? If so, please explain _____

****Please note that a \$35 cleaning fee will be deducted from your deposit if items are returned unclean!****

Approximate number of people expected at the event: _____

Actual number of people in attendance at the event: _____

Were there any salvations? If so, how many? _____

Overall results of the event: _____

Please return this form to the NBA. You can fax to 252-566-5381 or mail to PO Box 356, La Grange, NC 27576. **Once received, deposit less \$50 service fee will be returned.**