

# Cabarrus Baptist Association Block Party Wagon

## Reservation and Usage Agreement

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Church: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Person's Telephone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

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

Pick Up Date and Time: \_\_\_\_\_ Return Date (by 10 a.m.) \_\_\_\_\_

User Fee Paid (\$50.00 per event) \_\_\_\_\_

I, \_\_\_\_\_, acknowledge receipt of the Block Party Wagon. I have read and I am in agreement with the BPW Policies and will return the BPW at the above agreed time or will call if there are any delays. **I agree to immediately report any damages or problems with the equipment to the CBA staff upon the return of the BPW, if the office is closed please leave a message: 704-786-9171. I agree to check the BPW and its components to be sure they are clean and ready for the next group to use.**

Cabarrus Baptist Association  
930 Lee Ann Drive, NE, Concord, N. C. 28025  
704-786-9171

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### **Block Party Wagon Checklist: Please complete, sign and return form found in the BPW**

- \_\_\_\_\_ Floor Clean
- \_\_\_\_\_ Popcorn Machine Clean/Covered
- \_\_\_\_\_ Sno Cone Machine Clean/Covered
- \_\_\_\_\_ Cotton Candy Machine Clean/Covered
- \_\_\_\_\_ Cotton Candy Bowl and Top Clean and in Totes
- \_\_\_\_\_ Nacho Cheese Warmer Clean/Covered
- \_\_\_\_\_ Tables (2) and Tents (2) in place
- \_\_\_\_\_ Inflatable Toys in Tote or Zip Bag
- \_\_\_\_\_ Motors and Tarps in Tote
- \_\_\_\_\_ Electrical cords, ground stakes for inflatable toys, hammer, etc. in storage bin
- \_\_\_\_\_ Close the long storage bin door to secure all equipment

# Block Party Wagon Policies

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- The Block Party Wagon (BPW-“Celebrate Jesus: Connecting Our Community”) is available on a **first come/first served** basis to actively participating Cabarrus Baptist Association Churches. **The BPW is not available to individuals for personal use such as birthday parties, etc.**
- Churches must **reserve** the BPW in advance by calling CBA office at 704-786-9171. **A \$50.00 user fee will be charged for each event.** A Reservation and Usage Agreement form must be filled out and signed before the BPW can be taken from CBA. Please return your check with the form prior to your event. **\*Date and time of pickup will be arranged when you make your reservation.**
- A Church or CBA Ministry group is limited in reserving the BPW to **one major holiday per year**, unless no other church or group has reserved it within ten days of the holiday.
- The BPW is for use within the Cabarrus Baptist Association by its churches and ministry groups and is not available to be taken on mission trips outside the boundaries of CBA.
- The BPW must be returned to the Cabarrus Baptist Association building by 10:00 am the day following your event in case another church has it reserved for the next day.
- The individual components can be used any given day that the BPW is not reserved, but must be returned to the BPW within 24 hrs.
- The BPW and its components must be returned **CLEAN AND READY FOR THE NEXT CHURCH**. Any damage due to abuse will become the responsibility of the church or ministry group using the trailer and **MUST** be reported upon the return of the BPW or leave a message at 704-786-9171.
- All directions must be followed when using the BPW and its components.  
(A notebook of directions is located inside the BPW)
- Consumable supplies, such as ice, popcorn, syrups, etc. as well as any paper products used in serving are the responsibility of the church or ministry group and most of these can be purchased at **Hickory Grove True Value Hardware, Highway 29, Concord, Phone #704-786-8195.**
- You will need access to electricity at all times for the operation of the BPW and its equipment.
- A **2 inch trailer hitch ball** is required to pull the trailer; the lights /turn signals connect with a 4 prong flat hook up.

8/5/2015