

**Heart of Kansas Southern Baptist Association**

**Event Trailer Information Packet**

**(Updated 4/14/2010)**

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

**Please call the association office to get the codes necessary to unlock the trailers and to access the storage facility.**

Mon-Thurs 8:30am – 5:00pm

Friday 8:30am – Noon

(316) 943-3446

## **Reserving the Trailers**

Reservations for the trailers can be made from our website ([www.hoksba.org](http://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. We no longer require a deposit. We just ask that the use fee be submitted within seven days of the reservation in order to confirm your reservation.

## **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. There is a ball mount for a standard receiver inside the trailer. Each trailer has a round light hook up. There is an adapter for a flat hook up in the trailer. It is highly recommended that you use a full size truck, van or car to pull the trailers (200 lb. tongue weight with 3,500 lb. load capacity.)

## **Fees**

The use fee for the Block Party Trailer is \$175. The use fee for the Obstacle Course is \$200. The use fee for renting both is \$275. This fee includes the services of a consultant. The consultant's job is to give guidance in setting up, tearing down, and storing the equipment. An additional \$100 will be charged for each setup/tear down of equipment after the initial setup. If the equipment use is canceled and you do not notify the consultant at least two hours before their scheduled arrival then you will only be charged \$50 for the consultant fee and nothing for the rental fee. A limited number of scholarships are available for HOKSBA churches and church plants that will bring the total cost for one or both trailers to \$50.

## 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 [REDACTED]. 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 combination for all of the locks on the trailers, including the hitch lock, is [REDACTED]. 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.
- An **evangelism specialist** is available to offer training in evangelism and to help develop an evangelism strategy to be used during and after your event. If you have specific questions about training or resources you can contact Loren Phippen at the Heart of Kansas association office (316-943-3446) or email him at **loren@hoksba.org**.
- **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, and replace the light and ball adapters in the trailer(s). 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.

### **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.
- 5 4-foot Portable Tables
- 2 Popup Tents (10 x 10)
- Industrial Extension Cords, Bungee Cords
- Generator

## **Obstacle Course Trailer Contents**

- Obstacle Course
- 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**

For optimum safety, the moonwalk should 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.

## **Evangelism Specialist**

An evangelism specialist to offer training in evangelism and to help develop an evangelism strategy to be used during and after your event is available to you. If you have specific questions about training or resources you can contact Loren Phippen at the Heart of Kansas association office (316-943-3446), by cell phone (316-706-8406), or email him at [loren@hoksba.org](mailto:loren@hoksba.org).

**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. \_\_\_\_\_