

## 2023 Information Packet

### Triangle East Baptist Association Evangelistic Block Party Trailer

The Evangelistic Block Party Trailer is an evangelistic tool provided by the Triangle East Baptist Association of Selma, NC with funds provided through our churches, the Baptist State Convention of North Carolina, and the NC Baptist Foundation. The EBPT contains tools and resources that can be used to reach our communities for Christ. Churches of TEBA can use this trailer for the purpose of evangelism. Reserve the trailer by returning a completed reservation form, \$100 deposit, a certificate of insurance.

#### How do I reserve the trailer?

\*Submit a \$100 deposit, the Reservation Form, Gospel Presentation Agreement, and Certificate of Insurance. If you cancel your event seven days or less prior to your event, you lose the deposit. Every weekend in the spring, summer, and early fall are peak dates.

#### Rental Fee: \$250

\* Send with the reservation form or pay on the day of pick-up.

\* No Cost for new church starts (5 years or younger). Paperwork and \$100 deposit must still be submitted.

#### Where is the trailer kept?

Selma Baptist Church, 1500 N. Webb Street, Selma. Come by the TEBA office to pick up the keys.

#### 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.)
- Hot dogs, buns, and condiments
- Ice (for Sno Cone machine)
- **A Certificate of Insurance must be sent to the Association with our office listed as the certificate holder.**

#### What steps are necessary to use the trailer?

**Step 1** Submit ALL paperwork, the deposit, and a certificate of insurance.

**Step 2** Make preparations to share the gospel.

**Step 3** Transport vehicle 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 or missing items.

**Step 5** Return everything clean and dry. If there is damage (other than normal usage wear) the church may need to pay for replacement of broken item(s) or extra cleaning for dirty items.

**Step 6** Return the trailer back to Selma Baptist Church and **back it in the designated parking area**. Return keys and manual to the TEBA office. If returned after hours, keys and manual can be left in the front door.

**Step 7** Submit the follow-up report so we can track your event as well as any damage.

Triangle East Baptist Association, 102 W. Noble St., Selma, NC 27576

Phone: 919-965-9450, Email: [tonya@triangleeast.org](mailto:tonya@triangleeast.org)

web: [triangleeast.org](http://triangleeast.org)

Document updated: February 17, 2023

## 2023 Block Party Trailer Reservation Form

Today's Date: \_\_\_\_\_

Church Making Request: \_\_\_\_\_

Coordinator Name \_\_\_\_\_

Date to be Picked Up: \_\_\_\_\_

Date to be Returned: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Coordinator Phone Numbers: \_\_\_\_\_

Coordinator Email: \_\_\_\_\_

**Mail TEBA a \$100 deposit with this reservation form and gospel presentation agreement. This deposit reserves your spot and will be voided when the EBPT is returned. If any damages or cleaning fees are incurred, the deposit will be used to cover these costs. Please return all items clean and DRY!**

**\*Call your insurance company and have them email us a current certificate of insurance with TEBA listed as the certificate holder to [tonya@triangleeast.org](mailto:tonya@triangleeast.org).**

### Hold Harmless Agreement

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

Pastor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Event Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

## Gospel Presentation Agreement

Thank you for your interest in using the Evangelistic Block Party Trailer. This significant tool is provided to our member churches as an aid to reach out into our various communities to make a positive impact in Jesus' name. As such, the whole intent of this trailer is to facilitate spiritual conversations leading towards a Gospel presentation and, hopefully, professions of faith. If you are not in agreement with these purposes, please allow other churches priority in the use of the trailer.

### Planning Phase

\_\_\_\_\_ We will provide evangelistic training to our volunteers.

\_\_\_\_\_ We will REGISTER each participant for follow-up after the event.

### **Some suggested evangelistic methods and strategies:**

- Provide a Gospel presentation and hand out a witnessing bracelet as guests arrive giving access to the event.
- Make the Gospel presentation on one or more occasions during the course of the event. You could "shut everything down" and call the group together for a presentation (puppets, skits, or a short play).
- Have trained counselors walking about to engage participants in evangelistic conversations over the course of the event or set up a "Witnessing Tent" (separate from the registration area) where participants go to receive their bracelet to access the activities. For free training visit the Child Evangelism website at [online.cefcmi.com](http://online.cefcmi.com).

### **Suggested witnessing tools for children:**

- Witnessing Helps (EvanGcube, Wordless Book, ColorCube, colored soccer ball, tracts, witnessing "mitt")
- Witnessing bracelet (with colored beads)
- Face Painting using symbolic colors that are explained as the drawing is created
- Colored ribbons in a Bible explained

### **For adults:**

- Provide gospel presentations
- Hand out Bibles with the Romans Road marked (with page numbers for references – start with John 3:16)

### **Follow-up Ideas:**

- Have Sunday School teachers contact the families that registered and invite them to church.
- Plan ahead and have additional Sunday School classes ready to welcome new families.
- Already have a date for a "New Believers Class" that you can invite people to attend.
- Assign a mentor to each new believer to work through a discipleship study.

I do hereby agree to provide a Gospel presentation to every participant involved in the EBPT event.

---

Pastor 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 hot dog 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
- Bounce House
- Bounce House with Slide
- Little Tikes Toddler Bounce House with Slide
- Inflatable Movie Screen
- Inflatable Sky Dancer
- Horse Shoe Toss
- Corn Hole Game (8 toss bags)
- Sno Cone Machine (syrups & cups)
- Cotton Candy Machine (floss & cups)
- Hot Dog/Bun Warmer (tongs)
- Pop Corn Machine (butter, salt, oil, & popcorn)
- 4 Tables
- 8 Chairs
- 2 Blowers
- 2 50 ft. Power cords
- 1 100 ft. Power cord
- 1 Banner
- 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

## Operating Procedures for Inflatables

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

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 TEBA 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.

**TEBA 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 TEBA office. You can email to [tonya@triangleeastbaptist.com](mailto:tonya@triangleeastbaptist.com) or mail to 102 W Noble St, Selma, NC 27576. Once received, deposit will be returned.