

# CrossNet Baptist Network Block Party Trailer Reservation

Church/Organization Name: \_\_\_\_\_

Name of person making reservation: \_\_\_\_\_

Phone # of person making reservation: \_\_\_\_\_

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

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

Requested Date & Time of Pickup: \_\_\_\_\_

***\*\*If at all possible, please pick up the trailer during CrossNet office hours  
(M-Th 8am-5pm or F 8am-12pm). If not, please designate your pickup time & our office will  
confirm with you!***

Name of person picking up the trailer: \_\_\_\_\_

Phone # of person picking up: \_\_\_\_\_

*\*\*If you need to make other arrangements for pickup or modify any above information, please  
call the CrossNet office at 423.476.5493. If outside of business hours, please call Callie Limburg  
at 423.650.6690.*

**OFFICE USE ONLY:**

- Date Reservation Taken:
- Fees Received: .
- Reservation placed on Calendar:
- Staff Initials:



## CrossNet Block Party Trailer Process & Instructions

### Reservation Requirements:

- Completed Reservation Form to the CrossNet office
- Submit liability insurance to CrossNet office
- Pay \$50 maintenance fee

*\*\*After all 3 are received, your event will be placed on the calendar.*

### Pre-Event Details:

- Supply all popcorn/sno-cone ingredients, gas for generator, and charcoal for grill (manual for equipment operation located inside trailer!)
- Request sound system via reservation form
- Provide your own set up crew for all equipment
- Pick up trailer at CrossNet at requested time per reservation form
- Clean ALL food prep equipment before use
- If any items on the Materials & Info list are missing, notify CrossNet office at 423.476.5493 or **Callie Limburg** at 423.650.6690.

### Post Event Details:

- Put ALL equipment back in designated area on the trailer
- Clean ALL food prep equipment and return to proper place
- Complete the Checklist & Agreement Form (located in the trailer- leave in trailer once form is completed!)
- Return trailer to the CrossNet parking lot within 24 hours of your event

Church/Organization Name: \_\_\_\_\_

Representative Name: (print & sign)

\_\_\_\_\_

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

