

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: _____

***We ask that you pick up the trailer during CrossNet office hours
(M-Th 8am-5pm or F 8am-12pm).*

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.*

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

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: _____

