

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: _____

** Please confirm time and date of pick up with our office before arriving to pick up the trailer.*

*** Please note that during peak times, our Block Party Trailer is reserved for associational church use.
Non-member organizations must be approved by our office prior to making a reservation.*

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 and returned to the CrossNet office
- ☐ Submit "Certificate of Liability" Insurance to CrossNet Office
- ☐ Pay maintenance fee (*\$50 for cooperating churches, \$75 all others*)

Pre-Event Details:

- ☐ Let the CrossNet office know if you need popcorn or sno-cone supplies
[CrossNet can provide popcorn & sno-cone supplies free of charge to cooperating churches]
- ☐ Request Additional Equipment
[optional equipment not kept on the trailer such as a portable sound system, with mics & stands]
- ☐ Pick up trailer at CrossNet at confirmed time
- ☐ Clean all food equipment before use
- ☐ If any items on the materials & info list are missing, notify the CrossNet office at (423)476-5493

Post Event Details:

- ☐ Put **ALL** equipment back in designated area on trailer
- ☐ Clean **ALL** food prep equipment and return to proper place
- ☐ Check trailer for any trash or misplaced items
- ☐ Complete the Checklist & Agreement Form (*located on the side trailer door*) & leave on the clipboard.
- ☐ Return the trailer to the CrossNet parking lot immediately after your event has ended.



THANK YOU FOR COOPERATING WITH US
IN MINISTRY!