

Party Trailer Reservation Request

It is our pleasure to provide the use of the Party Trailer, a tremendous resource, for your event.
We pray that the outcome will be blessed and your goals will be accomplished.

Church: _____ Church City: _____

Contact Person: _____ Title/Position: _____

Email: _____ Phone: _____

Person in charge of Event: _____ Title/Position: _____

Email: _____ Phone: _____

Date(s) of use: _____ Event/Usage: _____

Event Location address: _____

PLEASE CAREFULLY READ AND INITIAL EACH LINE

___ **PERMITS:** We understand that we will be responsible to acquire appropriate permits from our city, housing authority, certificate of insurance, etc. We agree to send a copy of this permit and insurance certificate to the Association office at least two weeks prior to the scheduled event.

___ **CONDITION OF UNIT:** We understand that all churches are required to complete a checklist upon receipt of the trailer and notify the Association immediately if the trailer is short of supplies, unclean or if there are broken/missing equipment and parts. Failure to notify the Association office will leave your church open to charges

___ **COST OF SUPPLIES:** The Party Trailer includes expendable supplies and materials; therefore, we agree to pay a \$150 per day, non-refundable, re-supply/repair charge due with this signed agreement.

___ **CANCELLATION:** If we decide to cancel our reservation we will let SDSBA know 7 business days in advance or forfeit our \$150 re-supply fee.

___ **CLEANING:** We agree to clean the trailer before returning the trailer. If the Association finds items that have not been cleaned or properly put away we will be notified to come and remedy the situation. If we are unable to come, we agree to pay a set amount of \$100.

___ **RESERVATION:** Two weeks prior to our event **ALL** documentation must be signed and turned into Darcie Hatch (dhatch@sdsba.net). The Party Trailer must be returned the first business day immediately following the scheduled event.

___ **REPORT:** We agree to submit a brief written (email is fine) report of the event. We agree to allow this to be published to give glory to God. Please share results, impact, changed lives, etc.

___ **TRAINING:** We agree to attend one of the training sessions before we use the Party Trailer.

Please submit one check payable to the San Diego South. Bapt. Assoc. with a notation in the memo section that it is for the Party Trailer. When our office receives the check, copy of certificate of insurance, and copy of permits, we will confirm your Party Trailer reservation.

Non-compliance with any of the above items will cause you to forfeit future use of the Party Trailers.

Church Representative

SDSBA

Date

Date

San Diego Southern Baptist Association
4608 Gardena Ave, San Diego, CA 92110
(619) 275-2550

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