

Block Party Trailer Policies and Procedures

What Is It Used For, And Who Can Use It?

The Block Party Trailer is a ministry resource provided by the Heartland Church Network. Block parties and community events provide a great opportunity for churches to minister to their communities, improve their image in a community, increase prospects, have fun with the un-churched, and provide a variety of platforms to share the Gospel.

Churches and ministries of the Heartland Church Network can use the trailer for the purpose of evangelism and outreach.

How Much Does It Cost?

There is a **\$75 rental fee (\$25 for an additional day) and a \$250 refundable deposit**. The refundable deposit will be returned if the trailer along with all equipment are returned in good condition. If any equipment is deemed not properly taken care of or the trailer is returned in disarray, the \$250 deposit will be forfeited. If there are any missing or broken items your deposit will cover the replacement fee and the rest will be returned to you. In the case of any loss or damage to equipment the renter must provide prompt notice to the HCN office.

This is a shared ministry resource, and we must work together to ensure it is properly cared for.

WHAT YOU WILL FIND IN THE TRAILER/ Inventory

Inflatables

- Standard Bounce House
- Air Blower (1X)
- Ultimate Challenge Obstacle Course
- Air Blowers (2X)
- 1 Yellow Dolly

Miscellaneous Supplies

- 2 - 6 ft' Folding Tables
- Four - 4 ft' Folding Tables
- 7 Folding Chairs
- 1 Generator
- Travel Size First Aid Kit
- Gray 5 Gallon Bucket contains 7 extension cords (6-50ft neon green or pink, 1-100ft) and 10 tent stakes

Concessions

- Snow Cone Machine**
 - o Syrup Bottles (Stored in Black Tote with Diamond Lid)
 - o Snow Cone Cups
- Popcorn Machine**
 - o *Popcorn 3-in-1 packs*
 - o *Popcorn Bags*
- Igloo Roller Chest Cooler
- Igloo 5 Gallon Beverage Cooler

Trailer

- One Wheel Lock
- One Hitch Lock
- Three Door Lock

Sound System (Black tote with silver lid)

- 2 Speakers
- CD Player
- Sound Board
- 2 Microphones & Cords
- 1 Black Power Strip
- 2 Audio Stereo Input Cords
- 2 6.35 mm to 2.5 mm Jack Stereo Adapters
- Power Supply
- 2 Speaker Input Cords
- Coax Adapters (Two 1/8", 3/3', One 2/2")

Inflatable Procedures:

You can find instructional videos and images on the Heartland Church Network website <https://www.heartlandchurchnetwork.com/ministry-resources.html>

Locate an area that is free from loose debris. Check ground for a flat level surface void of any rocks, sticks, pinecones, or anything that may puncture the bottom of the Inflatable. Also check height clearance for trees, power lines, or overhead obstructions.

Standard Moon Bounce

1. The moon bounce is very heavy. You must have **at least two people** to adequately handle this item.
2. *The moon bounce is 13ft. wide x 13ft. long x 13ft. high. It is recommended you find an area 20ft. x 20ft.* It can be setup inside a building if you have the height clearance of at least 16ft.
3. Set the moon bounce in the center of the tarp and unfold it. *HINT: Locate the entrance of the moon bounce and ensure it is in the proper location before inflating.*
4. Locate the blower. Go to the rear of the moon bounce. There are two tube like appendages. You will only use **one or the other**. Slide the tube over the blower housing. Tighten down with strap provided. Close off the other tube with strap.
5. Plug in blower and turn on the switch. The moon bounce will begin to inflate. It only takes a few minutes to inflate. You must leave blower turned on to keep it inflated.

Check to make sure the Port (air hose) leading to the Blower is not twisted.

Ultimate Challenge Obstacle

1. The obstacle course bounce is very heavy. You must have **at least 3-4 people** to adequately handle this item.
2. *The Ultimate Challenge Obstacle is 20ft. wide x 40ft. long x 20ft. high. It is recommended you find an area 25ft.w x 45ft. l x 25ft. high.* It can be setup inside a building if you have the height clearance of at least 30ft.
3. Set the obstacle course in desired location and unfold it. *HINT: Locate the entrance of the obstacle course and ensure it is in the proper location before inflating.*
4. Locate the blowers and airports (tube like appendage). You will need to use **two**. Slide the tube over the blower housing. Tighten down with strap provided. Close off the other tube with strap.

IMPORTANT: Close All Velcro / Zipper compartments.

5. Plug in blower and turn on the switch. The obstacle course will begin to inflate. It only takes a few minutes to inflate. You must leave the blower turned on to keep it inflated.
Check to make sure the Port (air hose) leading to the Blower is not twisted.
6. Secure the Inflatable by staking the unit on all 4 corners.

Cleaning and Caring for Inflatables

1. Clean dirt and leaves and debris out of crevices and seams. When blower is running it is normal to feel a small amount of air from sewn seams.
2. **NEVER PUT INFLATABLES AWAY WET. IT WILL MILDEW.**
3. Wipe down dirty areas with a damp cloth and dry.

FOLLOW SAFETY INSTRUCTIONS BESIDE THE DOOR AND HAVE FUN!

Proper Way to Take Down Inflatables & Store

1. Before deflating, make sure no clothing or debris were left in the inflatable.
2. Turn off blower(s) and unplug from source. Remove blower(s) from inflatable.
 - *It is important that while the Ultimate Challenge Obstacle is deflating the arches fall straight down onto the base of the inflatable.*
 - *As shown on the online **How To Deflate Inflatables Video**, volunteers must lay and roll out all air from back to front.*
3. Begin to fold inflatables; while at the same time continuing to remove air; folding **back to front repeatedly** until it is as small as possible and then roll horizontally to remove all excess air
4. Return to cart and back to trailer.
5. Make sure stakes put back into trailer.

Snow Cone Machine:

NEVER PUT YOUR HANDS OR FINGERS UP INSIDE OF MACHINE!!!!

1. Set on table.
2. Plug it in.
3. Fill with ice.
4. Put cup to silver plate and push in - ice should come out.
5. If ice gets impacted, unplug machine.
6. Use a yard stick or metal spoon to break up ice.
7. To clean - Wipe out inside with a clean damp cloth.

Snow Cone Syrup Recipe:

Ingredients:

- 1 cup of white sugar
- 1 cup of water
- 1 packet of Kool Aid (.13 oz)

Instructions:

1. Over medium high heat bring water and sugar to a roaring boil.
2. Remove from heat and stir in Kool Aid until completely dissolved.
3. Let cool and pour into containers.
4. Keep refrigerated until ready to use.

Popcorn Machine:

1. Secure the kettle onto the hanger of the main unit. Make sure the cord is in the proper place.
2. Plug it in.
3. Switch on the light and heater and fill the kettle with the correct amount of oil. 1TBS to 1/2 cup popcorn, 1.5 TBS to 3/4 cup popcorn, 2 TBS to 1 cup popcorn.
4. You may use regular popping corn and the butter flavor oil. Do **NOT** use butter. Kettle should be preheated for 3 to 4 minutes with oil (until steam rises from the pot).
5. Measure out the corresponding popcorn. Make sure you use plain popcorn.
6. Lift lid and pour kernels in carefully! **LID WILL BE HOT.**
7. Turn **ON** the stirrer switch.
8. Shut door carefully.
9. Popcorn starts popping out through the lid in about 2 to 3 minutes.
10. Switch **OFF** the stirrer & heater switches when popping is complete.
11. Rotate handle on kettle counterclockwise to pour out all remaining popcorn.
12. Keep heater switch **OFF** if the unit is not being used continuously.

CLEANING AND MAINTENANCE

1. Let unit cool down before cleaning
2. Use wet towel to clean the kettle surface inside and out.
3. With a clean damp cloth, wipe down the glass, acrylic doors and metal surfaces.
4. Do not use any acidic, citrus based cleaners or abrasive cleaners on the Acrylic doors as it may scratch or become dull.
5. Frequently empty the catch tray of old popcorn kernels and clean with soap and water and dry thoroughly.
6. To thoroughly clean the kettle, turn off the unit and add 1-1/2 to 2 cups of hot water (no detergent is necessary) into the kettle. Turn **ON** the stirrer and the heater and bring water to boil for 1 to 2 minutes. Place a towel in the bottom

of the unit with a large bowl on top (make sure bowl is large enough to pour out the water from the kettle).

7. Turn off the stirrer and heater and carefully pour out the water into bowl.
CAUTION: Kettle and water will be extremely HOT!
8. Repeat this same procedure 2 to 3 times for best results.

Yard Games

These are available upon your request and are not stored in the Block Party Trailer

- Air Hockey Table
- Baseball Gloves (3)
- Basketball- Yard Toss
- Bean Bag Toss (K-State, Clowns)
- Bowling Set- Plastic
- Dart Toss- Magnetic Lawn Set
- Floor Scooters (4)
- Football- Yard Toss
- Frisbee Lawn Set
- Hockey Sticks (4)
- Horseshoes (Steel set for Adults, Rubber set, & Plastic Set for Kids)
- Ladder Ball Lawn Set
- Magnetic Fishing Pond
- Ring Toss
- Sack Races - 1 Set
- Sand buckets & Shovels (4)
- Score Station - for outside Games
- Super Soaker Squirt Guns (2)
- Tee Ball Set
- Washer toss (Bullseye Brand, 3 tier, & K State)