SWBA Block Party Trailer

When Block Party Trailer is picked up and returned,

please send notification e-mail to **Mark Millman** at

mark@wisconsinbaptist.org

1. **Trailer:** This is a 7x14 double axle trailer – loaded weight is approximately 4,000 lbs. The trailer requires a 2 5/16 inch ball, which is inside the trailer as well as a hitch, if needed. The trailer is at Transformation Church, 2340 Manley Drive, Sun Prairie.

2. **Locks:** When you get it, the combination for all the locks is 0303. Also, the keys to the hitch and side door are inside the rear door – attached to the shelf unit on the right side. After combination, push up on the lock and then pull down to open,

3. **Popcorn Popper:** Instructions on how to use are on the door of the popper. Basically, you turn it on to heat. After a certain number of minutes, you put in the oil and popcorn. The oil and popcorn are prepackaged and on the trailer - do need scissors to open them.

4. **Sno-cone Machine:** Use the regular ice you get from the store in bags - not block ice.

5. **Grill:** If you use the grill, you will need to provide a propane tank. 1 lb. propane cylinder (approximately 6 needed) can be used or a large propane tank. Propane tanks **cannot** be left on the trailer.

6. **Generator:** **Premium grade gas** will be needed for the generator, so you will need to furnish a filled gas can. Gas cans **cannot** be left on the trailer.

7. **Bounce Houses:** If you use the bounce houses, there are tarps provided to put under them. The bounce houses must be staked down on each corner. Stakes are provided in the trailer. Kids don't wear shoes in the bounce house and there should be one or two responsible people with it to be sure Bounce House Rules (attached) are followed. Also, you will want to limit the number of children to 6 in the bounce house at one time. The blowers are in the trailer for each bounce house. When taking down the bounce house, be sure as much air as possible is out of it before folding up and placing in storage bag.

Bounce Houses **MUST BE DRY** when folded up to prevent mildew and mold. If this cannot be done, **please notify Larry Sveda by call/text @ 608.469.5095.**

8. **Canopies:** These go up and down much easier if you have 4 people raising and lowering on each corner. If a canopy is broken, please send email to admin@wisconsinbaptist.org or leave message at SWBA office at 608.244.5928 so it can be replaced as soon as possible.

9. **Repacking Trailer:** Everything has a labelled location in the trailer. If everything is used, allow about 45 minutes to put everything back in its place.

10. **List of Items Provided & Items Needed:** Following is a list of what is in the block party trailer and items you may need that are not provided in the trailer.

I. Items provided in Block Party Trailer

- 13' Castle Bounce House
- 11' x 20' Double Bounce and Slide (for children under 4')
- Sound System with Bluetooth connection
- Portable Generator and extension cords
- Adult and Children's Games
- Pop Corn Machine with popcorn serving bags & complete popcorn packs
- Sno-Cone Machine with snowcone cups & syrup
- Propane Grill with cooking utensils (propane tank **is not** provided)
- Four Canopies
- Supply Bins with Rolling Shelves
- Six 6' Plastic Tables
- Ten Folding Chairs
- First Aid Kit
- Fire Extinguisher
- Two Block Party Banners & stakes
- 2 – 35 gallon Plastic Garbage Cans with trash bags
- Disposable plastic gloves
- Tape
- 2 Ice Chests
- 2 – 5 gallon Water Coolers
- Dolly
- Broom
- Blue shop towels (paper)

II. Items NOT provided in Block Party Trailer, but needed/suggested

- Food
- Music
- Cleaning Supplies
- Hand Sanitizer
- Ice (snow cones, chill water/drinks, food cool)

- Containers/trays for grilled food
- Paper goods – paper towels, cups, plates, plasticware, etc.
- Door Prizes – given out during the party
- Registration Cards
- Church Brochures
- Church name on banner or poster board
- Propane tank (1 lb or large) for the grill. **DO NOT leave the propane tank in trailer.**
- Gas for generator. **DO NOT leave gas in trailer.**