

# Request for the Evangelistic Block Party Trailer

*(Must be submitted within 3 days of calling)*

Date of Request: \_\_\_\_\_ Requested Date(s) of Use: \_\_\_\_\_

Name of Church, Mission, or Ministry: \_\_\_\_\_

Name of person to contact: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

If no e-mail, mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Description of Event:

Location of event: \_\_\_\_\_

The Evangelistic Block Party Trailer (EBPT) is a 16' , tandem axle trailer with brakes. Minimum truck required to pull the trailer is a 1/2 ton with a brake controller. A 3/4 ton or greater truck is preferred. The tow vehicle must have a tow package with a 2 5/16" ball and the proper wiring to tow the trailer. The tow vehicle must also have the proper rise to tow the trailer in a level position.

Church official: \_\_\_\_\_ Position: \_\_\_\_\_

I certify that the EBPT will used in accordance with the Articles of Use and only in support of the Church Evangelism Ministry.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions please feel free to call the Central Baptist Association.

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Name of Church, Mission, or Ministry: \_\_\_\_\_

Description of Event:

Name of Trained Person who will be onsite: \_\_\_\_\_

Transportation:  
Name of Driver: \_\_\_\_\_

**\*\*If trailer is towed by association,  
mileage will be charged at the  
current standard IRS rate. \*\***

Drivers License # / State: \_\_\_\_\_ / \_\_\_\_\_

Insurance Company / Policy #: \_\_\_\_\_ / \_\_\_\_\_

I understand that to use the EBT of the Central Baptist Association I agree to the following terms:

1. A \$100 usage fee will be charged for CBA Churches. The cost is \$200 for non-CBA Churches. This fee is **non-refundable**.
2. I understand that the user is responsible for all concession supplies.
3. All checks are to made payable to the Central Baptist Association.
4. I have read, understand and agree to abide by the Articles of Use governing the EBPT.

**NOTE:** A \$50 cleaning fee will be charged if not cleaned.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Must be signed prior to trailer pickup)

<b>For Central Baptist Association Use Only</b>	
Approved by: _____	Date: _____
Date trailer picked up: _____	Date trailer returned: _____
\$ Received Yes: _____ No: _____	Cleaning Fee Charged: Yes: _____ No: _____
Comments: _____	



# ***Request for the Evangelistic Block Party Trailer***

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The Evangelistic Block Party Trailer (EBPT) is owned and maintained by the Central Baptist Association (CBA) of New Mexico. The CBA is located at 2517 Wyoming Blvd. NE, Albuquerque, New Mexico 87112.

## **Articles for Use of the Central Baptist Association Block Party Trailer**

**I. Use of the EBPT.** The EBPT is for the use of churches, missions and ministries of the BCNM, the Associations of BCNM or organizations and or entities affiliated with the BCNM or the Central Baptist Association for special events. This includes, but is not limited to the Baptist Student Union, the Baptist Foundation, Baptist Children's Home, Disaster Relief Ministries and other organizations or agencies affiliated with the above. This EBPT will not be used by private individuals for personal events to include but not limited to, birthdays, anniversaries or any other parties. All request will go through the Central Baptist Association for final approval.

**II. Purpose of the EBPT** is always and shall remain, to do ministry and evangelism in the name of Jesus Christ. This is why it is called an Evangelistic Block Party Trailer. The EBPT was purchased and furnished with this in mind to give churches, missions and ministries another tool to use in their evangelism and outreach efforts.

**III. Reserving the Trailer.** The trailer is reserved on a first come-first served basis.

- a. The trailer may tentively be reserved by calling the CBA Office.
- b. The signed request for use and signed user agreement must be submitted with the usage fee, within 3 days after the tentative reservation to lock in the dates.
- c. The first organization to turn in the formal request and use fee will be the first served.
- d. Until the formal signed agreements are received and the usage fee paid, the EBPT will not be released. The user agreements and fees must be paid no later than 3 days prior to using the EBPT.

**III. Stewardship of the EBPT.** The EBPT is a ministry gift from God and thus we are all required to practice good stewardship in its use and maintenance. Because the cost of operating, maintaining and re-stocking the EBPT is expensive, there will be a non re-fundable usage fee. The fees are described below.

- a. A **\$100 (CBA) or \$200 (non-CBA)** usage fee will be charged each and every time of checkout, regardless of equipment used or not used. The fee will be used for normal maintenance and repair and required upgrades.
- b. The user is responsible for obtaining their supplies. Recommend B & H Wholsale, 242-2611. The user agrees to pay for the cost of items used. In the event of multiple churches

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using the trailer consecutively, the last using church will be responsible for all items. If the prior church(s) use items, a usage sheet with the amounts should be presented to the next church and to the CBA.

- c. The using organization will be charged for the repair or replacement of equipment or the repair of the trailer for any damages not deemed as normal wear and tear.
- d. The using organization will not be allowed to use the EBPT until payment is received for replacement or repair of items.
- e. The using organization is responsible for cleanliness of all equipment. Failure to clean the equipment will result in a \$50 cleaning fee.
- f. All fees and deposits are to be made payable to the Central Baptist Association. The unpaid expenses not covered by the deposit, will be due within 1 week of return of trailer.
- g. In the event of a dispute over incurred charges, the user must pay the disputed amount first. The matter will then be brought to the Executive Board for a judgment and resolution. The Executive Board's decision will be final and binding as to the final outcome.
- h. Any request for an exception to this policy or on the fees, must be made in writing to the Central Baptist Association. The decision will be based off of the circumstances and needs.

## **IV. Requirements for use**

- a. The user is responsible to make all the transportation arrangements. This is a 16' tandem axle trailer with a braking system. The minimum required truck is 1/2 with an approved braking package and electrical system. We recommend a 3/4 ton truck or higher.
- b. The user is required to have and provide proof of insurance coverage.
- c. Only those who have completed the EBPT training are authorized to check out the trailer. This person is required to be on site for the entire event and will be held

**NOTE:** Most if not all cities and/or counties have an office that deals with licensing food service. Most of them require the user to apply for a permit for in order to serve food items such as hamburgers. For instance in the City of Albuquerque requires a permit for food items to be served within the city limits. This does not apply to prepackaged items like cokes but food that is being cooked. The user is responsible for contacting the local pertinent authorities and finding out how to get a permit.

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## **Popcorn Machine**

1. Plug the machine in and turn it on and let the pot warm up for 5 minutes before trying to pop the corn.
2. When putting in the pop corn packs, put it all in at the same time; the pop corn, oil and seasoning.
3. While the pop corn is popping, try to keep the doors of the cabinet open so the humidity will vent. If you don't the pop corn will turn soggy.
4. When cleaning the pot use only a soft cotton cloth while it is still warm. Don't wait until the kettle cools.

## **Snow Cone Machine**

1. Block or cubed ice can be used. Ice should be approximately 3" - 4".
2. Never stick any object into the hopper around the shaver area. Debris could damage the blades.

## **Cotton Candy Machine**

1. Never add sugar while the motor is running.
2. Too high of a cooking temperature will result in smoke and caramelized candy.
3. Humidity will affect the candy.

## **Jump House**

1. Ensure the inflatable is securely staked down.
2. Ensure that shoes or sharp items such as pens, pencils, etc. are not allowed in the jump house.

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Martin J. Chávez, Mayor

City of Albuquerque  
Environmental Health Department  
Consumer Health Protection Division  
505 / 768-2600

Albuquerque, New Mexico 87103  
FAX: 505 / 768-2698 Email: lroybal@cabq.gov



Alfredo R. Santistevan, Director

## APPLICATION for Temporary Food Permit

Take Form to City Hall, 400 Marquette NW, 3<sup>rd</sup> Floor, Room 3023

\*Payment must be received 3 working days prior to the event

Event Name: \_\_\_\_\_ Date From: \_\_\_\_\_ Date To: \_\_\_\_\_  
Booth Name: \_\_\_\_\_ Event Location: \_\_\_\_\_  
Event Hours: Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Booth Set Up Time: \_\_\_\_\_

Applicant: Owner/Operator \_\_\_\_\_

Phone #: \_\_\_\_\_ Address: \_\_\_\_\_

FAX #: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Location of food preparation:  On Site  Other \_\_\_\_\_

List All Menu Items:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equipment Available for:

- Cooking/Reheating  Gas  Elec  Other  
 Hot Holding  Gas  Elec  Other  
 Cold Holding  Gas  Elec  Other  
 Garbage/Solid Waste  On Site  
 Other Explain \_\_\_\_\_  
 Liquid Waste Disposal  On Site  
 Other Explain \_\_\_\_\_  
 Thermometers  Metal Stem  Refrigerator  
 Gravity Handwash Station  Sanitizer \_\_\_\_\_  
 Test Kit  3-compartment basin set-up.

I hereby agree to abide by all requirements of the Food Sanitation Ordinance as it relates to temporary food stands and understand that the enforcement authority may impose additional requirements and may prohibit the sale of some or all potentially hazardous food to protect the public. I further agree not to sell any home prepared products. I voluntarily agree to destroy any food deemed to be unfit for human consumption or hazardous to the public health. My failure to dispose of condemned food shall be grounds for immediate closure of the food operation. I have received a copy of the Temporary Food Permit Brochure.

Phone (505) 243-2707

Signature: \_\_\_\_\_  
Fax (505) 292-8638

Date: \_\_\_\_\_

### TREASURY DIVISION USE ONLY – Temporary 0204

Business Registration Fee: \$35.00 (or 501 (c) (3))

Temporary Food Permit Fee: \$15.00

shall not open for business prior to paying and obtaining a permit from the Environmental Health Department. Phone two days in advance for pre-opening instructions.



Central Baptist Association

dated 13 Apr 09