

Reservations

- Reservations must be made 14 days in advance of the pickup date.
- Complete the reservation form at <http://fbccabot.org/neighborhood-party-trailer>.
- Reservations will be confirmed via email within 48 hours of receipt by the block party trailer coordinator. If you do not receive a reply, please check your junk mail folder.
- Note: the Neighborhood Party Trailer is for use by life groups, church ministries, and church members as an evangelism and outreach tool. It is not to be used for personal events.

Pick Up

- Neighborhood Party Trailer must be picked up at the time set during the reservation process.
- You will receive a set of keys, all requested food, and ice.
- The tow vehicle must be rated to handle at least 3500lbs tongue weight, 7000lbs gross weight, and be equipped with trailer brakes.
- The hitch requires a 2 5/16ths ball. A trailer hitch and ball are located in the trailer at the side door.

Return

- The Neighborhood Party Trailer needs to be returned in the SAME condition as it was picked up.
- Complete evaluation forms.
- Return keys and evaluation forms as scheduled during the reservation process.

Need to Know

SETUP – The example for set up on the following page is just an example. Each setup will be different to fit your specific needs and location. Our suggestions: one way in and one way out and have the grilling area away from all the activities.

GENERATOR – The generators are equipped with carbon monoxide sensors. The wind may blow the exhaust into the sensor, causing the generator to shut down. If this happens, orient the generator so that the sensor will be downwind and allow the sensor to reset itself prior to restarting.

GAS – You may need more gas than the two (2) gas cans we supply. Please use non-ethanol gas, which can be purchased at Pride One Stop at the intersection of hwys 89 and 321.
ELECTRICAL HOOKUP - The popcorn machine needs to be on a dedicated power outlet. The sound system, sno-cone machine, and cotton candy machine can be plugged into the same power hub.

GAZEBO-STYLE TENTS – Use tents for registration, face painting, sound system, finger nail polish area, and/or food area.

TABLES – You may need more tables and chairs than what is provided on the Neighborhood Party Trailer. If additional tables and chairs are needed, please contact the Neighborhood Party Trailer Coordinator.

FOOD & DRINKS – FBC will provide food for the grill as well as supplies for the popcorn, sno-cone, & cotton candy machines. Please let the Neighborhood Party Trailer Coordinator know how many people you expect to be feeding and your preferences of hamburgers, hot dogs, or both. You will need to provide drinks. **NOTE:** The cotton candy machine should not be used when the weather is hot and humid. The floss does not maintain its structure well in these conditions.

CONTACT INFORMATION – If you have any questions or issues while using the Neighborhood Party Trailer, please call or text Patty Riggs at 512-431-5293.