THREE RIVERS
Baptist Association

Physical Address:
881-A Tigerville Road
Travelers Rest, SC 29690

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Travelers Rest, SC 29690

Phone: *(864)834-9635*
Email for Block Party Information:
paige@threeriversba.org

Block Party Trailer User Manual



Dear Church Leader,

Thank you for your work to expand God's Kingdom through evangelism. As your partner, the Three Rivers Baptist Association is excited to offer our churches the choice between 3 Block Party Trailers to assist in reaching out to your communities. The Block Party Trailers are a great resource for all types of evangelistic events. Our churches have used the trailers for church neighborhood block parties, outreach festivals, backyard Bible Clubs, and to support outreach events such as Vacation Bible School. Through your support we are able to offer these ministry resources for $100 per usage for 2 of our trailers and $125 for the large trailer. The usage fee covers insurance, ongoing maintenance, supplies and content replacement.

This manual is designed to give you all the information needed to conduct a successful block party or evangelistic event. Please give us a call if you have any questions.

We look forward to celebrating the harvest with you and your ministry team as we spread the Gospel in this area and beyond.

Our Blessings to You,

The Three Rivers Baptist Association Staff

Randy Bradley

Tom Capps

Denise Sudduth

Paige Andrews

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Block Party Trailer pick-up

Keys to the trailers are to be picked up at:

Three Rivers Baptist Association
881-A Tigerville Road
Travelers Rest, SC 29690

Trailers are located at:

Locust Hill Baptist Church
5534 Locust Hill Road
Travelers Rest, SC

Purpose and Description

The Block Party Trailers are a ministry tool provided by the Three Rivers Baptist Association through its member churches.

Evangelistic block parties provide great opportunities for churches to provide a variety of platforms to share the Gospel and cultivate relationships in the community. Three Rivers Baptist Association churches may use this trailer for the purpose of evangelism. Individuals are not eligible.

Trailer A:

- 15ft. Inflatable Bounce House
- 18ft. Inflatable Slide
- Popcorn machine
- Cotton candy machine
- Sno-cone machine
- Supplies
- 1 trash can
- 1 canopy
- Ext. Cords
- First Aid Kit

Rental Cost: $125

Trailer B:

- 15ft. Inflatable Bounce House
- Popcorn machine
- Cotton candy machine
- Sno-cone machine
- Supplies
- 1 canopy
- 1 trash can
- Ext. Cords
- First Aid Kit

Rental Cost: $100

Trailer C:

- 15 ft. Inflatable Bounce House
- Popcorn machine
- Cotton candy machine
- Sno-cone machine
- Supplies
- 2 canopies
- 1 trash can
- Ext. Cords
- First Aid Kit

Rental Cost: $100

Planning & Preparation

What do I need to do to use the Block Party Trailers?

Step 1: Reserve the Date

- Contact Three Rivers Baptist Association office and check availability.
- We will then provide you with a Block Party Contract Agreement by email, US mail, or you may pick it up at our office.

Step 2: Confirm the Reservation

- Complete the Block Party Contract Agreement and send it along with payment:
  1. $125 usage fee for trailer A (this fee includes supplies for 200 people) *additional supplies may be purchased: $25 for each additional 100 people
  2. $100 usage fee for trailers B and C (this fee includes supplies for 200 people) *additional supplies may be purchased: $25 for each additional 100 people

Step 3: Pick up the trailer

Trailers A and B are located at:

Locust Hill Baptist Church
5534 Locust Hill Road
Travelers Rest, SC

Trailer C is located at:

The Greer Baptist Association
309 West Poinsett Street
Greer, SC 29650

What will I need to transport the trailer?

1. **Make sure the transport vehicle meets the following requirements:**
   - **A.** **Tow vehicle:** Truck, van or car with a 6 cylinder engine and trailer hitch.
   - B. **Hitch:** 2 in. ball hitch-minimum class 2 (trailers B and C)
   - C. **Hitch:** 2 5/16 in. ball hitch-minimum class 2 (trailer A)
   - **C.** **Light Connection:** standard 7 pin factory connection
   - **D.** **Trailer brakes:** the trailer is equipped with hydraulic brakes

Proof of Insurance & the trailer registration are located inside door of the trailer

Step 4: fill out the Block Party Highlights Form

These forms are located in sleeve on the inside door of the trailes. Place form back in sleeve.

Step 5: Return the trailer to proper location

The Block Party Trailer should be returned properly cleaned & properly repacked. See operating instruction & cleaning instruction sheet posted with each machine and/or item.
If any equipment, equipment parts, etc. are missing or any damage has been done to the trailer or its contents, the using church will be responsible.

Step 6: Please send the Three Rivers Baptist Association office pictures or highlights by email to threeriversba@gmail.org

Check Out & Check In Sheet for block party trailer A

Have a person keeping track of what is coming off and placed back in the trailer so that nothing is lost or accidently damaged.

Check Out	Check In
☐ 15’ Inflatable Bounce House	☐ 15’ Inflatable Bounce House
☐ Bounce House operation equipment	☐ Bounce House operation equipment
☐ 18’ Inflatable Slide	☐ 18’ Inflatable Slide
☐ Popcorn Machine	☐ Popcorn Machine
☐ Popcorn Supplies	☐ Popcorn Supplies
☐ Snow Cone Machine	☐ Snow Cone Machine
☐ Snow Cone Supplies	☐ Snow Cone Supplies
☐ Cotton Candy Machine	☐ Cotton Candy Machine
☐ Cotton Candy Supplies	☐ Cotton Candy Supplies
☐ (1) 10’x10’ Folding Canopy	☐ (1) 10’x10’ Folding Canopy
☐ Ext. Cords	☐ Ext. Cords
☐ First Aid Kit	☐ First Aid Kit

Check Out & Check In Sheet for block party trailer B

Have a person keeping track of what is coming off and placed back in the trailer so that nothing is lost or accidently damaged.

Check Out	Check In
☐ 15’ Inflatable Bounce House	☐ 15’ Inflatable Bounce House
☐ Bounce House operation equipment	☐ Bounce House operation equipment
☐ Popcorn Machine	☐ Popcorn Machine
☐ Popcorn Supplies	☐ Popcorn Supplies
☐ Snow Cone Machine	☐ Snow Cone Machine
☐ Snow Cone Supplies	☐ Snow Cone Supplies
☐ Cotton Candy Machine	☐ Cotton Candy Machine
☐ Cotton Candy Supplies	☐ Cotton Candy Supplies
☐ (1) 10’x10’ Folding Canopy	☐ (1) 10’x10’ Folding Canopy
☐ (1) Trash Can	☐ (1) Trash Can
☐ Ext. Cords	☐ Ext. Cords
☐ First Aid Kit	☐ First Aid Kit

Check Out & Check In Sheet for block party trailer C

Have a person keeping track of what is coming off and placed back in the trailer so that nothing

Check Out	Check In
☐ 15’ Inflatable Bounce House	☐ 15’ Inflatable Bounce House
☐ Bounce House operation equipment	☐ Bounce House operation equipment
☐ Popcorn Machine	☐ Popcorn Machine
☐ Popcorn Supplies	☐ Popcorn Supplies
☐ Snow Cone Machine	☐ Snow Cone Machine
☐ Snow Cone Supplies	☐ Snow Cone Supplies
☐ Cotton Candy Machine	☐ Cotton Candy Machine
☐ Cotton Candy Supplies	☐ Cotton Candy Supplies
☐ (2) 10’x10’ Folding Canopies	☐ (2) 10’x10’ Folding Canopies
☐ (1) Trash Can	☐ (1) Trash Can
☐ Drop Cords, Bungee Cords, Power Strip	☐ Drop Cords, Bungee Cords, Power Strip
☐ First Aid Kit	☐ First Aid Kit

15’ Inflatable Bounce House Setup, Takedown Operation Guide

(photos posted inside trailer)



How to Set-up

1) Check ground for a flat level surface void of any rocks, sticks, pine cones, etc. (Anything that may puncture the bottom of the Inflatable). Also check height clearance for trees, power lines, or overhead obstructions. Tarps should be placed underneath all Inflatables before proceeding to Step 2. (Never operate the Inflatable on a hard surface without under padding (i.e. tarp).)
2) Unroll the Inflatable in the direction you wish the Inflatable to face.
3) Unfold and Attach the Blower (s) to the “Port” (extended air hose / blower tube). The “Port” is generally located in the very back or on the sides of the Inflatable. Tie off any additional “Ports” by turning the material clockwise and tying the Port to itself. (Rope can also be used to close off additional Ports. Some Inflatables allow you to tuck away additional ports).
4) Close All Velcro / Zipper compartments.
5) Attach heavy extension cord (s) from power source. (Designate One 20 amp fuse for each Blower. Generally, this equates to One 110-volt Outlet for each Blower.) Use 14 gauge or heavier extension cord (s) that extend No More than 100 feet from the Inflatable to the power source. (The lower the gauge number, the thicker the cord. Most household / garden extension cords are 16 gauge (Not Sufficient enough) and can harm the blower- reducing the air source to the Inflatable.)
6) Turn the Power on. (Some Blowers have an On/Off switch located on the blower.) While the Inflatable inflates- Check to make sure no air is escaping vents or ports.
7) Check to make sure the Port (air hose) leading to the Blower is not twisted.
8) Secure the Inflatable by staking the unit on all 4 corners. Drive stakes half way in at a 45 degree angle away from the inflatable. For larger Inflatables tie-outs will need to be staked.

Safety Instructions / Operation

1) Adult supervision is required at all times. Never leave the Inflatable unattended or unwatched.
2) Most Inflatables only allow 4-5 Guests on the Inflatable at a time. (Check Inflatable Instructions)
3) Guest must remove shoes, pocket items, glasses, jewelry, etc.
4) Diving and flipping are strictly prohibited. No back flips, roughhousing, horseplay or bouncing against walls. Guests should not take unnecessary risks.
5) No food, drink, or gum on or in the inflatable.

***The Inflatable should not be operated if winds exceed 20 mph.**

***The Inflatable should not be used in rain or lightning conditions.**

1) Layout tarp



2) Fully Unroll Inflatable on top of tarp and unfold





3) Completely Spread Out



4) Stake each corner (some units use straps)

Drive stakes at least 15 inches



5) Attach Blower to Blower Tube



6) Turn Blower on and Inflate



How to Takedown

1) Check for any loose items left on the Inflatable. (Sweep or vacuum where appropriate.)
2) All Guests should be clear of Inflatable- Including: stakes, flagging, weight bags, etc.
3) Turn Off or Unplug Blower. Disconnect the Blower from the Inflatable.
4) Open All Velcro / Zipper Flaps, Vents, and Ports to allow air to escape and the Inflatable to deflate. Deflation time varies on the Inflatable (10 – 20 minutes).

How to Roll an Inflatable

The Key to a Good Roll is to fold the material neatly in to the middle of the Inflatable.

1) Fold all material toward the middle of the Inflatable and find the bottom seams of the Inflatable.
2) Fold the Inflatable like a large bed sheet. Be sure to tuck all colorful designs inside your folds to avoid contact with the ground.
3) Fold sides in 2-3 feet lengthwise.
4) Continue to fold Inflatable from the outside-in until folded layers overlap leaving a fold of 2-3 feet.
5) Tuck in any extra material. (Leave Ports out to allow air to escape as you roll.)
6) Walk air out of the Inflatable by walking on the Inflatable towards the Port (Blower tube). (Doing so pushes air and allows air to escape.)
7) Where the Inflatable roll is to end- tuck in rope or strap 2-3 feet underneath Inflatable that is to be used for tying. (Doing so will allow you to not lift the entire roll to tie off.)
8) Begin rolling from the furthest point away from the Port (Blower tube). (Doing so pushes air to escape as you roll.) Roll as tightly as possible. Keep the roll lined up, tuck any in extra material, and do not allow any part of the roll to sag. Slack rolls are difficult to move. Take your time and roll it tight.
9) Tuck in Ports (Blower tubes).
10) Tie off roll with rope or strap. Tuck in hoses and any extra material. Place in bag when applicable. (Placing in a Bag: Turn Inflatable to a “standing position”, pull bag from the top d own to ground level. Rotate Inflatable in bag for transportation.)

Step 1: Make sure the inside is clean before deflating. Deflate



Step 2: Fold Material neatly towards middle.



Step 3: Walk out air towards Ports (Blower tubes).



Step 3a: Fold the Inflatable length-wise and walk out air towards Ports (Blower tubes). Helpful hint: Have two people roll from one side to the other.



Step 4: Roll tight, keep the roll lined up and tuck in any extra material.



Step 5: Tuck in Ports (Blower tubes) and tie off roll.



Step 6: Place in Bag while Inflatable is "Standing".



Step 7: Place Inflatable on hand truck and load in trailer.



Safety Check

This model does not require daily, monthly or yearly inspection, however, once inflated and before use, inspect the inflatable inside and out for the following:

- Holes, tears, rips and punctures.
- Check all seams for separations, especially bounce house floors.
- Make sure all netting and windows are secure and in place.
- Make sure all attachable items such as pop-ups and basketball hoops are secure.
- Re-inspect for mold and mildew.
- Make sure the inflatable has been cleaned and sanitized with a disinfectant cleaner.
- Make sure door is unobstructed.
- Check inflation tube(s).Make sure they are clear and undamaged.
- Re-inspect blower, electrical cords, components, plugs, switches and insulation. Make sure they are undamaged, in good condition and all electrical components are grounded properly with no exposed contracts.
- Make sure the correct blower is matched to this inflatable model.
- Check bolts and screws of blower to make sure they are tight and properly installed. Make sure guards are in place over inlets and outlets.
- Make sure blower is positioned properly on a level, flat ground area, away from faucets or water hazards and not placed to be a tripping hazard.
- Make sure anchoring is consistent with the anchoring instructions in this manual.
- Make sure the blower is plugged into a *GFCI 110v outlet only.*
- Make sure inflatable is fully inflated and not sagging or drooping.
- Make sure blower and inflatable is at least 20FT away from utility lines.
- Check to make sure anchors are secure and the straps are taught, attached securely and are not damaged or frayed.
- Make sure adult supervision is in place and present before allowing users into the inflatable.
- It is recommended that a supervisor trained in CPR be on premise at all times when the inflatable is in use.
- Make sure local police, fire and emergency medical service phone numbers are clearly displayed on premises and all supervisors are aware of them.
- Make sure supervisor explains all posted safety rules to users before they enter.
- Make sure supervisor groups users by relative size to each other. Large weight disparities among both children and adults are not safe.
- If inflatable is being used outside, and directly exposed to the sun in hot weather, make sure supervisor monitors the temperature inside he unit for excessive heat. In addition, surface temperatures for dry slides should be monitored as well to prevent possible skin burns.

Discontinuation of Operation

1) Ensure that all the users have exited the inflatable and have the left play area.
2) Inspect the inside of the inflatable and remove any loose articles, objects or debris.
3) Wipe down and clean the bounce floor and inside area with a disinfectant cleaner.
4) Empty any water from water units while still inflated and allow the unit to continue to run until dry. Wipe down and thoroughly dry water inflatables with soft cloths.
5) Turn off, and unplug blower, inflatable will deflate.
6) If removing from location for transport and storage, disconnect blower from inflatable.
7) Make sure as much air is squeezed out as possible.
8) Once product is fully deflated, roll up unit according to ***Take Down*** instructions.

Canopies

NOTE: You must have 4 people, one for each leg, to set up and take down the portable tents.

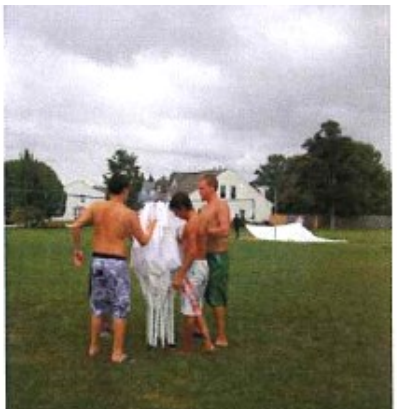
If you do not then you will risk breaking the tent.

Setup:

1. Remove the tent from the bag and stand it up.
2. With 4 people, one for each leg, walk the tent out so that it opens to its make size.
3. All together begin to raise the height of the tent by pulling up on legs and pressing buttons.
4. Once the tent is at its max height, stake it down where you desire to have it. The stakes are in tent bags.

Take Down:

1. Reverse steps 1-4.







How to use Snow Cone Machine

What You Need:



1. Snow cone machine with scooper
2. Snow cone paper cups
3. Syrup bottles with pumps
4. Ice in a cooler

Setup:

1. Place Snow Cone machine on a level surface
2. Place snow cone cups nearby machine ready for serving
3. Place the ice that you are going to use in a holding cooler
4. Set up the bottles of syrup with the pumps attached ready to be used.

Making a Snow-Cone:

1. Lift handle and place ice in the top of machine.
2. Place the handle down so that it is in the ready position to grind ice.
3. Press the button to turn on the grinder and press down on the handle until all the ice has been pushed through.
4. You may need to do steps 1 -3 to have proper amount of ice for snow cones.
5. Scoop the grinded ice into a snow cone paper cup.
6. Pump the desired amount of syrup on the snow cone and enjoy!



Cleanup:

1. Unplug snow cone machine.
2. Wipe down and dry entire machine inside and out.
3. Clean and rinse out syrup pumps.
4. Place the pumps and scooper inside machine.
5. Place machine and syrup bottles back in the proper spot in the trailer.

How to use Pop Corn Machine



You need:

1. Popcorn machine with scooper
2. Popcorn packets (contains the popcorn kernel, butter, and salt, which makes easy)
3. Popcorn bags

Setup:

1. Place popcorn machine on a level surface.
2. Have popcorn packets and the bags ready to be used.

Making Popcorn:

1. There are three switches at the top of the machine. The first button would be the heat switch, the second button is the motor and the third button is the heat lamp that keeps the popcorn warm. Turn them all on.
2. Add the popcorn packet to the popcorn machine kettle.
3. Let the popcorn heat up and pop. Once you hear very few kernels popping, carefully dump the kettle so that the popcorn is removed.
4. Turn the heat button off if you're not planning to make any more popcorn. If you don't the popcorn will burn and machine will begin to smoke and people will be concerned.
5. Scoop popcorn into bags and serve.

Cleanup:

1. Turn off all the buttons and unplug the machine.

*****Note: The kettle is around 400 degrees so be very careful handling, use oven mitts or lots of paper towels so you do not get burned.**

2. Unplug and remove kettle by turning kettle, as if you were dumping out popcorn, and lift it off its holder. Ether let the kettle sit to cool down.
    a. Once cool, clean out all the remaining oil and butter so that it is ready to be used for next event.
    b. Place kettle back in machine and plug back in.
3. Wipe out the entire machine so that no popcorn, butter, or oil remains. The metal basin can be removed to be wiped out as well.

*****Note: Be careful handling the doors on popcorn machine because they break easily.**

4. Wipe off scooper and place back inside machine.
5. Place the popcorn machine in the proper place in the trailer.

How to use Pop Cotton Candy Machine



Operating Instructions

1. Plug unit into a properly grounded 120 volt power supply.
2. Be sure to keep hands and loose clothing away from the spinning head.
3. Fill spinning head with desired amount of sugar floss (1/8 cup = an average cone)
4. Turn on MOTOR switch.
5. Turn on HEAT switch.
6. Once the head heats up floss will begin to melt and create cotton candy.
7. Using a paper cone collect the cotton candy from the edges of the bowl in a circular motion.
8. Repeat steps 3-7 until the desired amount of cotton candy has been produced.
9. Turn OFF motor and heat switches when finished making cotton candy.

Cleaning

1. Make sure unit is unplugged and has had time to cool down before cleaning. The COTTON CANDY MACHINE breaks down to – body, bowl, dome, and extractor head for easy cleaning.
2. After excessive build up of sugar in the extractor head, unplug the unit. Remove the extractor head by disconnecting it from the unit. Allow the extractor head to soak in hot water for at least 15 minutes. Let dry and replace on the unit.
2. Remove bowl and dome and wash with soap and water. Use wash cloth to wipe clean and let dry.
3. Use a slightly damp, non-abrasive sponge or non-abrasive towel to wipe clean the outside of the unit, wipe with a non-abrasive towel to dry. Do not use excessive water when cleaning this unit.

Block Party Trailers

Take Down and Packing Up Notes

******Very Important Note: If your event was rained out and the tents, Bounce Houses & Slide became wet during the event, you must find a place where they can dry out before folding them back up. If you do fold them back up wet they will mold. If you cannot find a place to dry them out before having to return the trailer inform the person who is receiving the trailer next that they will need to set them up and dry them out ASAP.***

1. **Make sure everything is dry and clean before returning equipment to trailer.**
2. **If you used the grill make sure you have dumped the coals and have let it cooled down before returning to the trailer.**
3. **Have a person checking back in all the equipment that was taken out of the trailer so that nothing is lost or accidently taken.**
4. **Make sure everything is in its proper place in the trailer and secured down tightly so that it will not move during the transportation of the trailer.**

Remember: Do not leave the trailer a mess. Other people will be using the trailer after you, leave it in the same condition you would like to receive it.



Highlights Form

Please fill out and return to three Rivers Baptist Association Office

Contact Name:_____

Church, city:_____

Date BPT used:_____

Phone_____e-mail:_____

1. Approximate attendance _____
2. Prospects _____
3. Presentations of the Gospel _____
4. Professions of Faith _____
5. Baptisms* _____
6. Rededications _____
7. Bible distributed _____

Other Highlights? Lessons Learned? What do you wish you would have had? How can we make the BPT a better tool for our churches?

_____

_____

_____

_____

Report of Damaged Equipment or Missing Equipment, parts, etc.

1. _____

2. _____

3. _____

4. _____

Comments:

_____

_____

_____