

**Special Evangelistic Events Trailer (SEET)**

**Ministry Reservation Request Form**

for

Mid-Valley Southern Baptist Association (MVSBA)

825 W. Ashlan Avenue, Clovis, CA 93612

Phone (559) 297-5550 Email: [mvsba@yahoo.com](mailto:mvsba@yahoo.com)

**Purpose:** The Special Evangelistic Events Trailer (SEET) assists Mid-Valley churches in building gospel bridges in their communities, developing relationships with people, and introducing them to Christ and His church.

**Prerequisites:**

- 1) I/we agree to view the instruction DVD before using contents of the trailer. \_\_\_\_\_ (initial of church representative)
- 2) No reservation will be considered final (*though the date will be reserved*) without the following:
  - Proof of vehicle insurance for the towing vehicle
  - Full payment (rental fee and security deposit)
  - Towing vehicle must have a 2" tow ball and a functioning 4-pin trailer light attachment. A half-ton pick-up truck is very capable of pulling the trailer. (By California law, when a trailer is attached to a vehicle, the liability insurance of that vehicle covers the liability only of the trailer. By law, a Ford Explorer cannot be used to tow this trailer)
  - Completed Reservation form
  - Completed Hold Harmless Agreement

**Contact Information:**

Church Name \_\_\_\_\_

Church Address \_\_\_\_\_

Primary Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Alternate Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Reservation Request Date(s)** (*Please read Reservation Guidelines below*):

Preferred Date(s) \_\_\_\_\_

Alternate Date(s) \_\_\_\_\_

Event \_\_\_\_\_

Event Location \_\_\_\_\_

**Reservation Guidelines:**

The Special Evangelistic Events Trailer (SEET) is provided on a first-come, first-served basis. Only specific ministry dates will be considered. Blocks of dates will not be honored unless there is a specific use for each day requested. Priority will be given to evangelistic events. Reservations are final only when the contract, proof of insurance for the towing vehicle, Hold Harmless Agreement, and payment (rental and security deposit) are received by the MVSBA office.

**Event Permits:**

The user of the SEET needs to understand that each party is responsible for acquiring the appropriate permits from the city, county, housing authority, etc. Failure to obtain such permits may cause the event to be altered or canceled by a governing agency. Most cities and counties require a permit if the event will have amplified sound outside of the church buildings. Please allow 8-12 weeks to obtain such a permit from your local agency. Failure to obtain your permits in a timely manner will not alter your reserved dates or payment obligations for the SEET.

**Rental Fees:**

	<u>MVSBA contributing church</u>	<u>Non-contributing church</u>
Minimum rental fee (2 day rental)	\$75	\$150
Five day rental fee	\$150	\$300
Additional contracted rental days	\$50/day	\$100/day
Refundable Security Deposit	\$150	\$300

A late fee of \$50 per day will be charged if the SEET is returned after pre-arranged time on scheduled return date.

The rental fees allow for the SEET to be picked up at a pre-arranged time the day **before** the event as scheduled with MVSBA by the church hosting the event, and cleaning and returning the SEET at a pre-arranged time and day after the event. Please remember there are other churches using the trailer so please return it promptly.

**Your Fees:**

Two day rental	_____
Five day rental	_____
Additional days (___) @ \$_____	_____
Total rental fees	_____
<u>Security Deposit</u>	_____
<b>Total due</b>	_____

**(Please write two checks: one for deposit and one for rental fee. Make both checks payable to Mid-Valley Southern Baptist Association, 825 W. Ashlan Ave, Ste. 101, Clovis, CA 93612. Please note in the memo line on checks SEET rental or SEET deposit)**

**Pick-Up and Return:**

Please call Mid-Valley office at 559-297-5550 to schedule pick-up of the SEET. The trailer is stored at Trinity Southern Baptist Church, 4890 E. Holland Avenue (Holland/Winery), Fresno, and must be returned to the same location. Your pick-up time will be at a pre-arranged time the **day before** your scheduled event. The return will be at a pre-arranged date and time. Churches are required to complete a checklist upon receipt of the trailer and

notify MVSBA immediately if the trailer is not clean or if there are broken/missing equipment and/or parts. The church is responsible for repairing/replacing items damaged, destroyed or lost while in their care. Failure to comply with this procedure will cause the forfeiture of the deposit and additional repair and/or replacement charges to be paid prior to any further rental to that church in the future.

**Pick up date/time** \_\_\_\_\_

**Return date/time** \_\_\_\_\_

**Supplies:**

The SEET comes with supplies such as snow cone cups and syrup for snow cones. Church must provide the ice for snow cones. Pre-measured popcorn is provided in the trailer. **Please use only the pre-measured bags with the oil and popcorn in the right mixture for the popper. This is a safety issue.**

**Supplies continued:**

MVSBA does not supply propane for the BBQ or gasoline for the generator.

**Deposit Refund:**

The deposit refund will be returned within 30 days after your event if:

- The trailer requires no cleaning or repacking
- The equipment is returned in working order
- The trailer is returned on time
- A SEET Follow-up Report is completed

If you fail to cancel your event for any reason and do not pick-up the trailer your rental fee will be forfeited but your security deposit will be returned without the above conditions being met.

I understand and agree to the previous requirements for use of the Special Evangelistic Event Trailer.

\_\_\_\_\_  
Church Representative Signature

\_\_\_\_\_  
Date

Office Use Only:

Date \_\_\_\_\_ Church Name \_\_\_\_\_

Received from \_\_\_\_\_  
Church Representative Name Phone

- \_\_\_\_\_ Deposit received
- \_\_\_\_\_ Rental Fees received
- \_\_\_\_\_ Proof of Insurance on towing vehicle
- \_\_\_\_\_ Completed Hold-Harmless Agreement
- \_\_\_\_\_ Copy of Event Request form given to \_\_\_\_\_

