

Concession Trailer Check-out Policy

1. Concession trailer is owned by Cap City Association and available to any church with IBSA. Concession trailer is on a reservation basis and is first come/first serve. Reservation can be made by calling the office 217-529-3429 Monday - Wednesday, 8:30 am to 12:30 pm. Check out and Return will be during business hours unless other arrangements have been made.
2. Any church desiring to use the concession trailer shall complete a registration form and submit same to the Cap City Association for recordkeeping. Forms must be on file or turned in before trailer is taken. A designee will sign an inspection report before and after usage of the concession trailer and equipment. Any person who will tow the trailer shall provide on the registration form the name of the insurance company and policy number which insures the towing vehicle. Insurance limits shall not be less than state minimum (\$20,000/40,000/15/000). The person towing the vehicle shall not be less than 21 years of age and shall utilize the safety chains and chocks.
3. The church which sponsors the usage of the concession trailer shall at all times have adult supervision and at no time shall minors less than the age of 17 be in charge of the concession trailer. The adult in charge shall endeavor to familiarize themselves with the use of the fire extinguisher and other safety equipment provided with the concession trailer.
4. The concession trailer is furnished with various items of equipment which shall be used in an appropriate manner and returned cleaned and in good condition less wear and tear.
5. If there is food involved with the concession trailer, then the sponsoring church will determine if a food handlers license is required and is not the responsibility of the Cap City Association.
6. The church sponsoring the event utilizing the concession trailer shall ensure that the trailer is parked safely and that the chocks furnished are securely in place.
7. The church sponsoring the event shall endeavor to return the concession trailer to the care of Cap City Association at a storage location so advised by staff. The sponsoring church shall also report any maintenance items that need to be addressed.

Equipment items included in the trailer:

Popcorn Machine	Wheel Chocks (2 sets)
Snow Cone Machine	Extension Cord
Ice Chest	Fire Extinguisher
Games	Table with legs (3 sets)
Tent	Umbrella