



HRC BIRTHDAY PARTY PACKAGE FORM

ALL PARTIES MUST BE BOOKED 2 WEEKS IN ADVANCED

CARPET POLICY

There is to be NO food or drinks on the carpeted area in the Leisure Center. If, after your party there are stains you will be charged the professional cleaning fee to have them removed.

Yes I agree, please continue filling out this form

No, I do not agree - At this time we will not be able to host your party.

Contact Information:

Parent Name: _____ Birthday Child: Boy Girl

Birthday Child's Name: _____ Date of Birth ____/____/____ Age: _____

Address: _____ E-Mail: _____

City: _____ State: _____ Zip: _____ Primary #: _____

Party Information:

Date Desired: _____

Time Desired: 5-7pm Friday 10am-12pm Saturday 1-3pm Saturday 1-3pm Sunday

Attendance Expected: Number of kids: _____ Age range of kids: _____ Number of Adults: _____
(The maximum amount of kids is 15, If if you have more please let us know 7 DAYS in advance & pay the extra fee. FINAL HEAD COUNT MUST BE GIVEN TO US 3 DAYS PRIOR TO PARTY. See back for details.)

PICK YOUR THEME: (Please note availability subject to room, gym and staff availability!)

A Cupcake Extravaganza: 5 & older

Come on in and bake up a delicious birthday! We will provide the cupcakes and all the decorations, you provide the creativity! You and your party guests will decorate a cupcake to eat at the party or take home with them. Games will be played as time allows.

All Star: 5 & older

Celebrate your child's birthday by playing all kinds of games. Party guests will enjoy a variety of games and activities including scooters, relay races, parachute games, kickball, dodge ball, and many other gym games all based on the age of the birthday child.

Jump & Play: 1 - 4 year-olds

This party is perfect for your little one! They will have fun with their friends as they run, slide, climb and play! Bouncy house, obstacle course, and more will be set up to enjoy.

Scientists Party: 4 & older

Mix it, stir it, and pour it. We have the formula for fun! Come experiment with your friends to celebrate your special day!

Glow Art: 2 & older

Watch in awe as with the help of black lights things come alive and GLOW! This station-themed party with have art and play. Create art with glow paint & makers, Play with glowing clay, and cornstarch. Each Party is a little bit different!

COMPLETE BACK SIDE!

READ AND SIGN:

Terms & Conditions:

*The fee is required to hold the date and time requested for the party. Your reservation will not be placed into our system until all forms have been submitted and fees paid. A confirmation letter with your party details will be sent within 5 business days after the deposit is processed through our system. Full payment of additional options for the party are due no later than 7 business days prior to the party. Refunds are only given to those canceling 5 business days proper to the party, no exceptions.

*Head count due no later than 3 days prior to the party! IF YOU WILL HAVE MORE THAN THE MAX OF 15 CHILDREN WE MUST KNOW 7 DAYS IN ADVANCE!

*Building users will be responsible for: Setting up the tables and chairs (arrangement of rooms), taking down tables and chairs, thorough clean up & sweeping trash.

*Clean up of facility will be required immediately following its use. Set up and clean up must be accomplished within the times listed on the reservation form.

*Any decorating, coverings, or changes to the facilities should be discussed and put in writing on the room reservation request. The use of nails, screws, etc. on tables, walls, floors, ceilings or equipment is not permitted. Blue low adhesive tape may be used to hang decorations. Placement, relocation, or rearrangement of equipment is not permitted without prior approval.

*The applicant shall be responsible for any damage to equipment or property. If, after an activity additional janitorial maintenance is required (other than what would be considered normal), applicant will be charged accordingly. The HRC reserves the right to charge a cleaning deposit in addition to the facility fees.

*Applicants are to use only the facilities or equipment specifically designated on the room reservation request.

*The HRC Board reserves the right to have staff enter all facilities at any time during any and all occupancies and to terminate a room reservation at any time due to an unruly crowd or destruction of property.

*The office telephone and phone in the Leisure Center is a business phone for the Recreation Commission use only.

*Room reservation requests are accepted for the months of April - August beginning April 1st of that year. Reservations for the months of September - March will be accepted starting on September 1st. Any request for rental outside our normal operating hours must be made at least 15 business days prior to the event. Your reservation is subject to the HRC finding a supervisor and is not guaranteed.

*Reservations must be paid at the time the request is made. No event will be placed on the calendar without payment. Long term or continuous events may be set up on weekly or monthly payments with approval of Superintendent.

*No alcoholic beverages are allowed in the Hays Recreation Center, 12th Street Gym or Dusty Glassman Ball Fields.

I have read, understand and agree to the dates, times and locations stated above. This Birthday Party request form is not considered as confirmation. Upon approval from the Program Director a written confirmation letter will be sent to the contact person.

I understand and agree to the terms of the Terms & Conditions for use of the Hays Recreation Center, as stated on this sheet.

Signature _____

Date _____

FOR STAFF USE ONLY

Check the Package below:

- ___ **A Cupcake Extravaganza \$65**
- ___ **All Star \$65**
- ___ **Jump & Play \$65**
- ___ **Scientist Party \$65**
- ___ **Glow Art \$65**

**Each additional child over the 15 max. allowed,
Must be paid one week prior to party**

Number of kids ___ **X \$** ___ **.00 each \$** _____
Total: \$ _____

Paid: Cash ___ **Check** ___ **CC** ___

Staff Signature: _____ **Date:** _____

FOR STAFF USE ONLY

Place in Master Calendar: _____

Placed in Party Book: _____

Program Director Signature: _____

Staff Assigned to Party: _____

Confirmation Letter Sent: _____

Staff: Please attach a copy of the room rental receipt and the signed waiver form to this completed form! Other receipt and blank waiver goes to the person having the party!