



# PARTY PACKAGE RENTAL AGREEMENT

100 Wulfsohn Road, Glenwood Springs, CO 81601  
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Thank you for choosing the Glenwood Springs Community Center for your party! Our goal is to provide a safe, fun and memorable experience to celebrate your special occasion. Please fill in the information requested below, and read and initial the policy and procedures section of the rental agreement. **Please Note: In order to reserve a Party Package, this form must be returned, signed and paid in full within 3 business days.**

**BIRTHDAY FOR:** \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Event Date Requested: \_\_\_\_\_

### CONTACT INFORMATION

Renter: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

### BUILD A SPECTACULAR CELEBRATION:

**Duration**—Two hour event room rental with (6) tables and (15) chairs. Additional time may be added for an additional fee.

**Size**—Parties are priced to include up to 15 children, and can include a maximum of 30 for an additional fee.

\*\*\*\*\*Adults participating in activities are an additional \$6 each.

**Activity**—Choose a package from below: Package 1, Package 2 or Package 3 (Bounce Houses and Karaoke are added with add'l fees.)

**Food**—Guests are responsible for bringing their own food and beverages.

**Exclusive Parties**- Exclusive rentals in the pool, climbing wall, gymnasium and Ice Rink are available, please inquire about pricing.

**Party Package 1:** Choose 2 activities Price: Member \$200 \_\_\_\_\_ Standard \$250 \_\_\_\_\_

**Gym:** Choose from basketball, volleyball, floor hockey or soccer \_\_\_\_\_

**Climbing Wall:** During public climbing hours. Up to 12 participants at one time. Larger groups rotate participants \_\_\_\_\_

**Pool:** During public swim hours (lap lanes, diving board and kids activity zone) \_\_\_\_\_

**Party Package 2:** Price: Member \$220 \_\_\_\_\_ Standard \$250 \_\_\_\_\_

**Ice Rink Party** (15 skate rentals included, additional fees for additional people and skate rentals)

**Party Package 3:** Price: Member \$300 \_\_\_\_\_ Standard: \$350 \_\_\_\_\_

**Bounce House Party :** includes (2) bounces houses, 1-1/2 hours in half the gymnasium, set-up and break-down.

**Karaoke Machine with Lights :** Create the ultimate party with a Karaoke Machine and Disco Lights YES \_\_\_\_\_

### COME PREPARED

Feel free to bring your own cake, goodie bags, balloons and decorations—all are allowed in your private party room. If you do choose to decorate, you'll be responsible for putting them up and taking them down. **No tacks, staples, pins, glitter bombs or pinatas.**

### FOR PARTIES THAT INCLUDE POOL TIME:

\* **Regular diapers may not be worn in the pool-** swim diapers and plastic pants are required for children who aren't potty trained

\* **No food or drink in the pool area**

\* **Children under 7 must be supervised and adults are within 1 arms length of their child(ren)**

### Additional Amenities: Add in the additional fees on the lines provided below

Additional Room Time: \$30 per hour \$ \_\_\_\_\_

Kitchen space: \$20 per hour \$ \_\_\_\_\_

Additional Participants (outside of the 15 included): \$6 per participant \$ \_\_\_\_\_

Add a Bounce House, \$150 \$ \_\_\_\_\_

Karaoke, \$30 \_\_\_\_\_

# FACILITY USE POLICIES AND PROCEDURES

Initial

- \_\_\_\_\_ 1. The party package includes the Birthday Party Room for one or two hours. Additional time may be scheduled at \$30/hour, if the room is available.
- \_\_\_\_\_ 2. Additional participants may join the birthday party outside the number of participants allotted at a fee of \$6 per person.
- \_\_\_\_\_ 3. Wrist bands are available at the beginning of your party rental at Guest Services. Wrist bands must be worn at all times during the party rental.
- \_\_\_\_\_ 4. Rental includes only the areas available for use and includes 30 minutes of set-up and clean-up times. Everything must be cleaned and put into trash cans before leaving the Birthday Party Room/ or Kitchen.
- \_\_\_\_\_ 5. If Renter does not arrive at the designated time. Renter will be charged full price.
- \_\_\_\_\_ 6. Renter is responsible for the supervision and control of the participants attending the birthday party, to prevent injury and ensure safety before, during and after use of the facility. Community Center Staff reserve the right to intervene if it is deemed that birthday party supervision is inadequate.
- \_\_\_\_\_ 7. Children under 4 may climb if they have a fitted, safety harness. Children under 4 without a harness may boulder on the wall with an adult.
- \_\_\_\_\_ 8. **If purchasing a Bounce House Party, the rental includes 1-1/2 hours in half the gym.**
- \_\_\_\_\_ 9. Maximum number of Climbing Wall participants is 12. Children may have to wait and exchange turns on the wall.
- \_\_\_\_\_ 10. If swimming in the pool, 1 adult (18 years or older) is required to participate in the pool for every child 7 years and younger.
- \_\_\_\_\_ 11. **Party room rentals are reserved when the Party Package Agreement is received, signed and paid in full within 3 business days.**

**CANCELLATION POLICY**

- \_\_\_\_\_ 1. There is a \$50 cancellation fee for all cancellations.
- \_\_\_\_\_ 2. Cancellations must be made 7 business days in advance for full refund.
- \_\_\_\_\_ 3. Cancellations made within 48 hours will receive a credit on account.

User shall release the City from any liability and hold the City of Glenwood Springs harmless from any claims resulting from leased premises during the term of use. I have read and understand the above statements and I agree to all the terms.

**Responsible Party Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Total Fees from Side 1:** \_\_\_\_\_

*Internal Use Only:* Room \_\_\_\_\_ RecTrac \_\_\_\_\_ #of Wrist Bands@GS \_\_\_\_\_ Waivers \_\_\_\_\_ Communication to Staff \_\_\_\_\_

**Additional Notes:**