



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 tables and 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 may be added for an add'l fee.)

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) _____

Add a Bounce House: \$150 hour _____

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 half gymnasium, set-up and break-down

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 diaper and plastic pants are required for children who aren't potty trained
- **There is no food or drink allowed in the pool**
- **Children under the age of 7 must be supervised and adults are within 1 arms length of their child(ren)**
- **Additional requirements may apply, inquire**

ADDITIONAL AMENITIES: Add in the additional fees on the lines provided below

Additional room time: \$30 per hour \$ _____

Additional participants (outside of the 15 included): \$6 per person \$ _____

Table cloths: \$4 per cloth / Black or White \$ _____

Kitchen space: \$20 per hour \$ _____

Total Fees: _____ Signature _____

party Package + Additional Amenities

Renter Agrees to pay in full within three days after Party Package Form is received

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. Participants on the Climbing Wall must have a signed waiver by parent/guardian prior to climbing. 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. Maximum number of Climbing Wall participants is 12. Children may have to wait and exchange turns on the wall.
- _____ 9. 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.
- _____ 10. **Party room rentals are reserved when the Party Package Agreement is received, signed and paid in full within 3 business days.**

CANCELLATION POLICY

- _____ 1. Cancellations must be made 48 hours (2 business days) in advance for full refund.
- _____ 2. Cancellations made after 48 hours will be charged 50% of all fees.
- _____ 3. If no prior notice is given or participants do not attend, there are no refunds and 100% of all fees will be charged.

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 the terms.

Responsible Party Signature: _____ **Date:** _____

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

Additional Notes: