

# Birthday Party Rental Agreement

## Gym Birthday Party

- Includes 10 Children (\$5/additional guest)
- Member Price: \$110
- Non-Member Price: \$140
- Bounce House Price: \$30 (Optional Usage)
- WAC staff will assist with the set-up and tear down of the Bounce House.
- Use of additional gym equipment (hula hoops, scooters, jump ropes etc.) are included.
- Guest are responsible to help with the gym equipment pick up.
- Use of the Conference Room (see below) is included.

## Pool Birthday Party

- Includes 10 Children (\$5/additional guest)
- Member Price: \$140
- Non-Member Price: \$170
- 1 Red Cross Certified Lifeguard is included (Additional Lifeguards are \$30 for more than 10 swimmers).
- Use of pool toys and lily pad upon request.
- Use of the Conference Room (see below) is included.

## Conference Room

- Included with both the Pool Party and Gym Party at no additional cost for 1 hour.
- Member Price: \$40 for 2 hours
- Non-Member Price: \$60 for 2 hours
- Use of tables, chairs, refrigerator, sink, and microwave are included.
- Room can be decorated for Parties. Guests can arrive 15 minutes prior to the party to set up decorations.
- Guest are responsible for clean-up of the Conference Room. (Cleaning supplies, garbage bags, and a vacuum cleaner are provided).

## Booking Procedures and Policies

-Once a request is made, a WAC staff member will contact you to confirm your reservation. Once the request is approved, a confirmation email will be sent to you. Do NOT consider the party confirmed until you have received your confirmation email.

-When the confirmation email is sent, we will need to receive from you within 7 days Full Payment and a signed Rental Agreement. Payment can be made by calling in with credit card information or brought into the front desk with check or credit card. The Rental Agreement can be brought in, faxed or emailed. Failure to pay in full or not return the Rental Agreement within 7 days may forfeit your reservation.

**Cancellations:** Prior to 7 days of the party - 50% refund will be issued.

-7 days or less - NO refund

**Drug, Alcohol and Tobacco Use:** The use, consumption or possession of tobacco, alcohol or any controlled substances is prohibited on all District property, including parking lots and athletic fields.

**Peanut and Latex Free:** All District buildings are peanut and latex free.

**Discrimination:** No group which limits memberships or attendance in its activities on the basis of sex, race, religion, color, national origin, economic status, age or disability shall be allowed to use District building or grounds.

**Firearms:** Firearms on District property are prohibited except when in the possession of legally authorized officials.

**Supervision:** All groups are required to provide adequate adult supervision. The adult supervisors are required to remain with the group at all times and are responsible for the group's conduct and compliance with all rules.

**Liability:** The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to hold the district harmless from any expense or costs in connection with the use of district facilities.

**IN THE EVENT OF AN EMERGENCY OR SEVERE WEATHER, THE WESTONKA ACTIVITY CENTER RESERVES THE RIGHT TO CANCEL RENTAL AGREEMENTS. RENTAL FEES WILL BE RETURNED ACCORDINGLY.**

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Requested Party Date: \_\_\_\_\_

Requested Party Time: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Status: ☐ Approved Paid Date: \_\_\_\_\_ Paid Amount: \_\_\_\_\_

Payment type: Credit Card \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_