



ACTIVITY CENTER

**Westonka Activity Center
Birthday Rental Agreement
5903 Sunnyfield Road East**

Phone 952.491.8260 Fax 952.491.8043

www.WestonkaActivityCenter.com



Contact Name: _____ **Today's Date:** _____

Address: _____ **Phone:** _____

City: _____ **Zip:** _____ **Email:** _____

Child's Name: _____ **Age:** _____ **Gender:** _____

*Contact Traci Rude for any questions

Email: rudet@westonka.k12.mn.us

Party Details: (Choose one of the following)

GYM PARTY

OR

POOL PARTY

(Includes up to 15 children, \$5 per additional guest)

Member	\$79
Non-Member	\$95

Member	\$129
Non-Member	\$145

Included with Party Package:

- **WAC staff assist with set up and clean up**
- **Birthday child and family receives 1 free daily admission**
- **Birthday child receives a t-shirt**
- **Party Room for 1 hour**
- **Tables/Chairs**
- **Admission for 15 children, \$5 per additional guest**
- **2 Red Cross Certified Lifeguards included (Pool Party)**
- **Additional Lifeguards \$30 each**
- **Use of pool games and lily pad upon request (Pool Party)**
- **Use of gym equipment (free), batting cages (\$30), and bounce house (\$30) upon request**
- **Gym Activity Host additional \$30**

Date of Party: _____

Estimated Attendance: _____

Children: _____

Adults: _____

T-Shift Size for Birthday Child: _____

Party Times Available (circle one):

Saturdays 2-4:30pm OR 5-7:30pm

Sundays 11am-1:30pm OR 2-4:30pm

Just looking to rent the Party Room? Please call for availability!

Member	\$40 for 2 hours
Non-Member	\$60 for 2 hours

Westonka Activity Center Birthday Party Booking Procedures & Policies

PLEASE READ CAREFULLY

Booking Procedure

- **No one under the age of 18 is allowed to rent WAC facilities.**
- **Complete Rental Agreement at least 2 weeks in advance and turn in payment.**
- **Once a request is made, a WAC staff member will contact you to collect party details and payment.**
- **Once a WAC staff member approves the party, a confirmation email will be sent out. Do not consider the party confirmed until you have spoken with a WAC staff member and receive the confirmation.**
- **Birthday Party Rental Agreements must be booked Monday-Friday 8am-4:30pm. Forms turned in on evenings or weekends will be processed within the next 2-3 business days. A WAC staff member will contact you to confirm your rental and collect payment.**

Booking Policy

- **No rooms/facilities will be held or booked until a payment is made in full and a signed rental agreement is on file.**
- **Birthday Party rentals will be booked in the order that they are received and paid.**
- **You will be charged for your booking regardless of your usage.**

Cancellation Policy

- **Prior to 7 days of the party: 50% Refund**
- **7 days or less: No Refund**
- **Change Fee: If you decide to change the date or type of your party, there will be a \$25.00 fee and you will need to provide your change request to Traci Rude in writing at rudet@westonka.k12.mn.us.**

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

I have read and understand the policies regarding the use of the Westonka Activity Center and agree to comply therewith. I also understand the Westonka Activity Center hereby waives all liability for loss, damage, injury, or illness incurred by users of the facility under this agreement. I further assure the Westonka Activity Center that reimbursement will be made at the user's expense for any damage, breakage, or additional cleaning as a result of the usage described above.

Signature: _____

Date: _____

For Office Use

\$5 x _____ # of additional guests

Date Request Form received _____

\$30 x _____ # of additional lifeguards

Date Facilities confirmed _____

Package Price: _____

Date confirmation email sent _____

Grand Total: _____

Date payment received _____