

**MCKINLEYVILLE PARKS & RECREATION**  
**Birthday Party Reservation Form**

**Date Requested:** \_\_\_\_\_ **Time Requested:** \_\_\_\_\_ am/pm **to** \_\_\_\_\_ am/pm **Alternate Date/Time:** \_\_\_\_\_

Will handicap accommodations be required? ☐ Yes ☐ No

**Type of Party:** ☐ Birthday Name of Birthday Celebrant: \_\_\_\_\_ Age: \_\_\_\_\_

☐ Other (describe): \_\_\_\_\_

**Responsible Individual:** \_\_\_\_\_ **Phone (h):** \_\_\_\_\_ **(w):** \_\_\_\_\_

**Address, City, State, Zip:** \_\_\_\_\_

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

**Please select your options below:**

**Party Options**

☐ **Basic Party: \$175.00**

The Basic Party includes a two-hour party and admission for 20 individuals at the Activity Center. Fee includes an event host, roller skates/sports equipment, tables, chairs, plates, napkins, forks, cups and access to decorate the facility 30 minutes ahead of party start time.

☐ **Playgroup Toddler Party: \$200.00**

The Playgroup Party includes a two-hour party and admission for 20 individuals. Fee includes an event host, party theme decorations, "Playgroup" set up and equipment, tables, chairs, plates, napkins, forks, cups and access to decorate the facility 30 minutes ahead of party start time.

☐ **Teen Center Party: \$175.00**

The Teen Center Party includes a two-hour party and admission for 20 individuals at the Teen Center, host, access to the multi-purpose room, lobby, restrooms and games. Fee includes an event host, multi-purpose room, lobby, table games, tables, chairs, plates, napkins, forks, cups and access to decorate the facility 30 minutes ahead of party start time.

**Add Ons**

☐ **Additional Hour Fee:** \_\_\_\_\_ hours @ \$28/hour= \$ \_\_\_\_\_

☐ **Additional Guest Fee:** \_\_\_\_\_ guests @ \$2/guest= \$ \_\_\_\_\_

**Theme Options**

- |                                 |                                     |   |   |
|---------------------------------|-------------------------------------|---|---|
| <input type="radio"/> Skating   | <input type="radio"/> Basketball    | <input type="radio"/> Floor Hockey      | <input type="radio"/> Playgroup Toddler Party *additional fee |
| <input type="radio"/> Dodgeball | <input type="radio"/> Indoor Soccer | <input type="radio"/> Teen Center Party |   |

**All fees are due and payable ten (10) business days prior to the actual party date.** Fees are refundable, less a \$10 Refund Processing Fee, up to five (5) business days prior to the party date. Refunds requested less than five (5) business days prior to the party date will be less one half of the total party fee. If the party is requested with less than 5 business days' notice of requested party date, the full party fee must be paid at the time of request and no refund will be given if the party is cancelled. Parties requested with less than 5 business days before the party are not guaranteed a firm reservation until a party host can be scheduled, if possible. If a party host cannot be secured a full refund will be given. McKinleyville Parks and Recreation reserves the right to cancel reservations for failure to meet fee deadlines.

The undersigned certifies that the above information is correct, agrees to pay the required fee in full by the deadline given, and assumes full personal and financial responsibility for any damages sustained to the building, furniture, or equipment, and for the acts and conduct of all party participants at the time of the party. The undersigned agrees to hold the McKinleyville Community Services District, its' employees, agents, volunteers and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, costs, expenses, loss of service, action and causes of action by any persons or persons, for injuries to persons or loss or damages to property occasioned by or arising out of the use of facilities, equipment and premises of the District. There shall be no discrimination against or segregation of any persons in connection with the use of public facilities.

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

**FOR OFFICE USE ONLY**

Party Date: \_\_\_\_\_ Party Time: \_\_\_\_\_ Party Fee: \$ \_\_\_\_\_ Date Due: \_\_\_\_\_ Paid: Initials: \_\_\_\_\_

Indicate below the information distributed at the time of reservation:

☐ Party Participant List Distributed

☐ Liability Releases Distributed: # \_\_\_\_\_