MCKINLEYVILLE PARKS & RECREATION
Skating Program: Private Party Reservation Form

Day Requested: ❍ Friday ❍ Saturday ❍ Sunday **Date Requested:**_____ **Time:**_____ pm to _____ pm
Alternate Date:_____
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:_____

Party Options

- ❍ **Option 1-** A party up to two hours in length for no more than 20 individuals. Fee includes full admission to the skating program (including skate rental), access to banquet tables, chairs, some decorations, plates, napkins, forks, and cups. **Fee: $112.00**
- ❍ **Option 2-** Same as Option 1, plus we provide a cake **or** a 1-topping large pizza. **Fee: $137.00**
- ❍ **Option 3-** Same as Option 2, plus we provide a 1-topping large pizza **and** a cake. **Fee: $152.00**
- ❍ **Additional Hour Fee-** _____ hours @ $25 per hour= **$**_____
- ❍ **Additional Pizza(s):**_____@ $20 per pizza=_____ add $1.00 for each add'tl topping.

Theme Options

❍ Basic ❍ Princess ❍ Nascar ❍ All-Star Sports
❍ No Decorations Needed

Special Cake Order Information

If ordering a cake, please choose a flavor: ❍ Chocolate ❍ White ❍ Carrot
please choose a frosting: ❍ Chocolate Frosting ❍ White Frosting
please choose a filling: ❍ White Buttercream ❍ Chocolate Buttercream
❍ No Filling

Special Pizza Order Information

If ordering a pizza(s), please indicate the number of toppings (2 max.; cheese counts as one topping). Also, list the type of topping desired:
# of Toppings:_____ Description:_____
# of Toppings:_____ Description:_____
*Note additional toppings (more than one) are $1.00 each

All fees are due and payable five (5) business days prior to the actual party date. Fees are fully refundable 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 an administrative fee. 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 Day:_____ Party Date:_____ Party Time:_____
Party Fee: $_____ Date Due:_____ Receipt #:_____ Initials:_____
Indicate below the information distributed at the time of reservation:
❍ Party Participant List Distributed ❍ Liability Releases Distributed: #_____