

Birthday Party Agreement



Requested party date, time & room are based upon availability

Contact Name: _____ Member:

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Name of Birthday Child: _____ Age of Birthday Child: _____

Requested Date of Event: _____ Start Time: _____ End Time: _____

Pool Party Package

Includes:

- Party Room for 2 hours
- 2 chaperones (required)
- Use of aquatic center and family locker room. *
 - o Appropriate swimwear is required.

Children under the age of 5 must be accompanied by an adult in the water.

12 Youth

- Member: \$100.00
- Non-Member: \$125.00

8 Youth

- Member: \$70.00
- Non-Member: \$90.00

Sports Party Package

Includes:

- Party Room for 2 hours
- 2 chaperones (required)
- Private use of 1/2 of the gymnasium for 1 hour (Add an attendant, to help with activities, for an additional fee).
 - o Appropriate gym attire and footwear is recommended.
- Use of the family locker room. *

*These areas are non-exclusive and are open to other JLAAC members and guests.

12 Youth

- Member: \$100.00
- Non-Member: \$125.00

8 Youth

- Member: \$70.00
- Non-Member: \$90.00

Dash & Splash Package Party

Includes:

- Party Room for 3 hours
- 2 chaperones (required)
- Private use of 1/2 of the gymnasium for 1 hour with an attendant to help with activities
 - o Appropriate gym attire and footwear is recommended.
- Use of aquatic center and family locker room. *
 - o Appropriate swimwear is required.

NOTE: Chaperones must supervise the children and are responsible for his/her group's safety, conduct and whereabouts at all times.

12 Youth

- Member: \$125.00
- Non-Member: \$150.00

8 Youth

- Member: \$100.00
- Non-Member: \$125.00

Add-on Pricing:

- ~ Additional chaperones can be admitted free of charge to maintain the 1:6 chaperone to child ratio.
- ~ Adults that exceed the ratio will be admitted under additional guest pricing.

Additional Guests:

Youth (2-18 yrs.)	\$3.50	each for admission	Qty _____	\$ Total: _____
Adult (19-61 yrs.)	\$8.50	each for admission	Qty _____	\$ Total: _____
Senior (62+ yrs.)	\$6.00	each for admission	Qty _____	\$ Total: _____

Additional Staff Needs:

Attendants: _____ Hourly rate: \$15.00

Lifeguards: _____ Hourly rate: \$20.00 Staff \$ Total: _____

Please contact our Event Coordinator, Katie, for party availability and inquiries: (715) 972 8331 or Katie.Denninger@JLAAC.org

Fees & Payments: To book a party, a 50% non-refundable deposit of the total invoice payment is required. Party is subject to facility availability. Booking lead time is 10-30 days in advance for scheduling is preferred. ____ (initial)

Food & Beverage: You may only bring colorless drinks, commercially produced cake and/or ice cream. If you plan to serve a meal, you will need to contact an authorized caterer directly to arrange food selection, delivery, and payment. Paper products are not provided from JLAAC. Refrigerator and freezer space may be available for the party duration upon request. Select caterer menus are available to view on site. Caterer pricing and selection is subject to change. ____ (initial)

Alcohol & Tobacco: No alcohol is allowed in the facility unless provided or purchased onsite. Tobacco usage only in designated areas. Guests should be informed prior to their arrival. ____ (initial)

Decorations: Confetti, silly string and glitter are not allowed to be used. Decorations may not be taped, pinned, thumbtacked or in any other way adhered to the walls, ceilings, floors, or furnishings unless blue painters tape is used. All other decorations or displays must be free-standing. All items are to be removed from the space by event end. The JLAAC is unable to store any decorations or materials prior before or after an event unless special permission has been granted by the Event Coordinator. ____ (initial)

Set-up Information: Three tables with seating for 12 guests is standard in the Multi-Purpose Room. Additional 8-foot tables and chairs are available upon request. If there is not a rental prior to your time, you may enter the room 30 minutes early for set up. ____ (initial)

Photo Release: I hereby give permission for me or any party participants to be photographed/videotaped with the possibility of being used in JLAAC publicity and I give exclusive rights to these photos/videos to JLAAC and waive all claims of compensation for usage. ____ (initial)

Liability: The member or guest is responsible for the proper conduct of its guests. The member or guest will be responsible for theft and damage to the JLAAC premises and its property as a result of the event. The member or guest will not hold the JLAAC or any of its staff responsible for the failure to execute an event due to circumstances beyond their control, such as, but not limited to, acts of God, public emergencies, or threats to the community. The member or guest will be required to sign a Hold Harmless Agreement in which the member or guest assumes the risk of injury or property damage as part of that group, and for injury or property damage sustained by others that results from the group’s use of the premises. The JLAAC reserves the right to refuse service to, exclude or terminate any group or individual deemed to be hostile with, or is at risk to, the JLAAC, its programming, property, interests and mission. ____ (initial)

Cancellation: If a cancellation is made by the member or guest prior to 7 days of the party date, the 50% non-refundable deposit will either be forfeited or may be transferred to a future date, depending on availability. The rescheduled date must be made within one year of the cancelled date. If a cancellation is made by the member or guest within 7 days of the party date, the 50% non-refundable deposit will be forfeited. If an event is cancelled by the JLAAC for unexpected circumstances, a full refund will be made. A check will be sent within 10 business days or the credit card can be refunded. If an incident resulting in a party cancellation happens once the party is underway, we will offer the member or guest’s account a \$25 Jack Link’s Aquatic & Activity Center account credit for each half hour that the party is impacted by this incident. ____ (initial)

Final Payments: All final payments need to be made before entering the rented room. If a refund adjustment needs to be made to an invoice after final payment is made, the JLAAC will distribute the refund back to the member or guest in the form of a JLAAC account credit only. ____ (initial)

Signature _____

Date _____