



# BARTLETT COMMUNITY CENTER BIRTHDAY PARTY REQUEST FORM

Please complete this form and email to Rental Coordinator: Sue Rezmer-Socha Srezmer-socha@bartlettparks.org

Today's Date: \_\_\_\_\_ Party Type \_\_\_\_\_

Parent's First & Last Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

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

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Party Date: \_\_\_\_\_ Party Time: \_\_\_\_\_ Room(s): \_\_\_\_\_

# of Children: \_\_\_\_\_ # of Adults: \_\_\_\_\_ Total # of Guests: \_\_\_\_\_

**All Parties Include:** • A party room for up to 2 hours (the activity may be in a separate room) • A Party Host

Select the type of Party below:

**POOL PARTIES - all ages:** (room included)

Splash Central "INDOOR" Pool\*: \$270 Res /\$290 Reg       BAC "OUTDOOR" Pool\*: \$270 Res /\$290 Reg

**FOR POOL PARTIES ONLY:** # of Children \_\_\_\_\_ # of Adults \_\_\_\_\_

15 swimmers included in party package. Extra swimmers pay at the pool. **Requested Swimming Time:**

**Splash: Open Swim 1-6pm Sa/Su** (After Labor Day weekend through Saturday of Memorial Day Weekend)

**BAC: Open Swim Daily 11am-7pm** (May 28-Aug. 14\* exceptions apply)

**Pool Supervision Guidelines:** Children must be supervised at all times with a specified adult/child ratio based on the age of the children. The supervising adults (18 years +) must be in swimwear and must pay admission.

Pool Supervision Ratios: Adult to Child      Age 1 and under: 1 to 1      Age 1-2: 1 to 3      Age 3-9: 1 to 5      Age 10-14: 1 to 10

**ACTIVITY Parties - \$210 Res /\$230 Reg:**

GYM: age 8-12       DANCE: age 4-10       OBSTACLE COURSE: age 5 & under       NERF: age 5-10

**DELUXE ACTIVITY Parties:**

KID ROCK: age 1-5 \$250 Res /\$270 Reg       CANVAS PAINT: age 8-12 (up to 10 kids): \$240 Res /\$260 Reg

ULTIMATE DANCE: age 3-12 (up to 20 kids): \$240 Res /\$260 Reg

**BALLOON/FACE PAINTING:**  1 HR (up to 16 kids): \$250 Res /\$270 Reg       2 HR (up to 32 kids): \$370 Res /\$390 Reg

**Party Extras:**

Outdoor Playground: \$20/hour (with rental of the Arts & Crafts Room)       Piñata: \$65 (filled with candy & prizes, includes use of holder & bat)       Balloon/Face Painting Upon Request

Plastic Table Covers: \$3 each  Blue  Pink  White       Music Speaker: \$25 (adapts to mp3 player or phone)

**Food Packages:**

Pizza Party Pack from Taylor Street Pizza: \$80 (For 20 children, includes 2 XL cheese pizzas, juice boxes, paper plates, utensils, & napkins)

Additional Pizzas: \$22 each (pizza size is XL). Please enter quantity:  XL Cheese  XL Sausage  XL Pepperoni

**Payment/Cancellation/Refund Policy**

**Payment:** Your balance is due within 3 days of receiving your confirmation receipt along with your rental agreement. Failure to pay full balance will result in cancellation of party. Any changes must occur 7 days or more prior to party.

**Cancellation/Refunds:** minus a \$25 service charge will be given for cancellation 30 or more business days prior to rental-fee will be returned. Under 30 business days: no refund.

How did you hear about us?     Word of Mouth     Program Guide     Website     Social Media

Other \_\_\_\_\_