

Community Center Party Package Reservation Form

Date/Day of party _____ Iron Mtn. B room _____ Start time _____ End time _____

Larger room _____ Set up _____ # of tables _____ # of chairs _____

Child's name _____ Child's age _____ # of participants _____

Party package requires 72-hours (3 business days) notice and completion of reservation form and minimum of 10 participants, include parents in number if they will be participating in activities. Children 3 years and under are free, members can swipe card and are not included in number.

Total number of wrist bands needed 48 hours prior to event. If more wrist bands are needed on day of event the daily drop in fees will apply and not discounted. Day of event please check in at customer service desk and pick up purchased wrist bands.

Party package includes 2 hours in Birthday Party Room at no fee. Additional time in party room can be scheduled at \$10 p/hour. If party room is not available or larger room is needed \$20.00 p/hour.

*Gym, Ice Rink, Pool and Climbing Wall Party Packages will be scheduled around non-programmed hours, scheduled during open public amenity times and not an inclusive rental. See schedules at the Customer Service desk or online @ www.glenwoodrec.com.

Responsible Adult Name _____ Address _____

Phone: (Home) _____ (Cell) _____ (Email) _____

All amenities available \$8.00 / participant; include parents in number if they will be participating in the activities. Supervisors must remain in the same area as the children, with-in sight and hearing range. If swimming, 1 adult 18 years of age or older is required to participate and be in the pool for every 5 children 7 years of age and younger.

Gym - 1/2 Gym: volleyball nets, basketballs, hoops!

Start Time	End Time

Castle Bounce Option – 2-8 years of age recommended

\$75/ hour + Tax (Includes set up & take down and requires Gym)

Start Time	End Time

Inflatable Obstacle Course – 9-14 years of age recommended

\$100/hour Tax (Includes set & take down and requires Gym)

Climbing Wall - Open Climbing Session (max of 12 climbers)

Start Time	End Time

Required wavier signed by parent/guardian on file in order for child to climb.

Start Time	End Time

Rink Package - During Public Skate Session (includes skate rental)

Swim Package - During Public Swimming Session

Start Time	End Time

User shall release the City from any liability and hold the City of Glenwood Springs harmless from any claims resulting from leased premises during the term of use. I have read and understand the above statements and I agree to the terms.

Responsible Party Signature: _____ Date: _____

For office use only - \$ _____ Cost per participant x _____ # of participants = \$ _____ + Inflatable \$ _____ + Extra Room \$ _____ + Larger Room \$ _____ Total Fees \$ _____ Rec Trac _____ Calendar/Emailed to Staff _____
 Waivers _____ Wrist Bands @CS _____

Glenwood Springs Community Center
Party Packages Information Sheet
100 Wulfsohn Road, Glenwood Springs, CO 81601
(970) 384-6310 FAX (970) 945-4128

Thank you for using the Glenwood Springs Community Center for your Party. Our objective is to provide you with a safe and fun outlet to celebrate a special occasion. This information sheet will provide you with tips and general guidelines so that your party is a success. Requires 72 hours (3 business days) to reserve your party's date and time, payment of the total fee must be received with a completed reservation form.

The Customer Service desk will have your purchased wrist bands, the final number of attendees must be requested 48 hours (2 business days) prior to your function. **If more wrist bands are needed daily drop in fees will apply and not discounted, daily drop in fees \$8.00-\$11.00.**

The wristbands will give participants access to renters "party package" and amenities during operating hours and must be worn.

Piñata's, Glitter and Confetti are prohibited in Facility or Outdoors. Nails, tacks, push pins, staples, and tape or screws may not be used to attach decorations to any part of the facility.

You will have 30 minutes prior for room set up, everything must be cleaned up and put into the trashcans before leaving the Birthday Room, including any decorations. Your party must leave the room in the condition in which it was found. All food or drink must be served in the birthday party room and should not leave this area. The kitchen is not a part of the Party Packages but may be rented for an additional charge.

Climbing Wall - Children less than 4 years of age may not climb; ages 4 and up may climb if there is a safety harness that fits. In order to climb each child is REQUIRED to have a waiver signed by a parent or legal guardian on file at the Community Center 3 days prior to event. Waivers will be provided and it will be your responsibility to get these signed by the participant's parent/guardian and on file 3 days prior to the party. Group size limited to 12 people to provide a safe and enjoyable experience.

If swimming, 1 adult 18 years of age or older is required to participate and be in the pool for every 5 children 7 years of age and younger.

The Castle Bounce or Inflatable Obstacle Course option users must follow the printed rules included in this package.

Cancellation Policy

- Cancellations must be made 48 hours (2 business days) in advance for full fee reimbursement.
- Cancellations made after 48 hours (2 business days) will be charged 50% of fees.
- If no notice is given or group is a no show 100% of projected fees will be charged.

I have read and understand the above statements and I agree to the terms.

Responsible Party Signature: _____ Date: _____