Birthday Party Rental Agreement

Facility rentals and arrangements for use of the Fitness & Aquatics Center must be made through the Director. No rental is confirmed until this form is completed and 50% deposit is received. Any questions should be directed to Jeanne Singley at (910) 755-7377.

Please read the “Facility Guidelines” on page two before submitting this form.

Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Party Package**:

x Dolphin Package-$125 Sandpiper Package Sea Turtle Package

**Party Times**

**Fridays**

4:00 p.m.-6:00 p.m. (Set-up no earlier than 3:00 p.m.)

**Saturdays**

9:30 a.m.-4:00 p.m. (Set-up no earlier than 9:00 a.m.)

Date of Event \_\_\_\_\_\_\_\_\_\_\_ Beginning Time\_\_\_\_\_\_\_\_\_\_\_\_ Ending Time\_\_\_\_\_\_\_\_\_\_\_\_\_

Age of Children Attending \_\_\_\_\_\_

Anticipated Attendance \_\_\_\_\_ (if number exceeds 18 an additional $20 staffing fee will be charged)

**For Office Use Only. Do Not Write Below This Line.**

Total Amount Due \_125\_ 50% Deposit amount \_\_\_\_\_\_ Date Rec’d \_\_\_\_\_\_ Method of Pay \_\_\_\_\_\_ Staff\_\_\_\_

Remaining Balance \_\_\_\_\_\_ Date Rec’d \_\_\_\_\_\_ Method of Pay \_\_\_\_\_\_ Staff \_\_\_\_

Facility Guidelines

**All patrons of the Dinah E. Gore Fitness & Aquatics Center must abide by the Procedures and Regulations of the facility at all times.**

HOURS of Operation:

Monday –Thursday: 5:30a.m.-8:00p.m.

Friday: 5:30a.m.-6:30p.m.

Saturday: 8:00a.m.-1:00p.m.

Events requested outside regular business hours will be subject to the approval of the Director and additional fees will apply.

RENTAL FORMS & FEES:

Completed rental forms (page 1) should be submitted a minimum of two weeks prior to the event. Failure to fully complete the rental forms will result in delayed confirmation of the event. A 50% deposit is required to secure the event date. Prompt payment is required. The full payment deadline for all rentals is the day of the event. If payment is not received the event will be cancelled and the security deposit will be withheld by the facility.

FOOD SERVICE:

All food must remain in the designated area. No food or beverages other than water in a plastic re-sealable container are permitted in the pool area. Each party is responsible for immediate clean up of any spills made by their guests. Failure to comply will result in a $25 cleaning fee.

Each party is responsible for their catering arrangements. Any open flame devices used to warm food are not allowed in the facility.

ADDITIONAL INFORMATION:

Responsible parties are required to clean up after all events. All trash must be bagged and tied shut or placed in a lidded garbage container (with the lid sealed); sealed garbage bags should be left in the area of use. Please do not leave leftover food and/or beverages in the facility or an additional $50 maintenance charge will apply.

**The Dinah E. Gore Fitness & Aquatics Center is a tobacco free facility.**