



Birthday Party Packages

Beginning in January 2009, the Westlake Recreation Center announces new birthday party packages. All parties will be 2.5 hours in length which includes swimming in our beautiful Aquatics area and the use of a room for cake and presents. Parties are available to members ONLY! There will be a \$50 refundable deposit needed for all parties of 26 or more. Guest count must include all adults and children that will be in attendance.

Party Times

- Friday nights from 6:00-8:30 p.m.
- Saturday afternoons: 12:30-3:00p.m., 2:00-4:30p.m., or 3:30-6:00p.m.
- Sunday afternoons: 12:30-3:00p.m. or 2:00-4:30p.m.



Package Types

Basic Package: 1 hour in the room/ 1 ½ hours in the pool
 Deluxe Package: Basic package plus pizza and beverage (includes paper products)
 Ultimate Package: Basic package, pizza, beverage and cake (includes paper products)

Pricing

Package	Up to 20 guests	21-25 guests	26-40 guests
Basic	\$75.00	\$100.00	\$175.00 (includes \$50 deposit)
Deluxe	\$135.00	\$170.00	\$275.00 (includes \$50 deposit)
Ultimate	\$155.00	\$200.00	\$350.00 (includes \$50 deposit)

**Please note that extra beverages and pizza are available. Cost is estimated at for 1 beverage & 2 slices of pizza per person. Paper products include napkins, plates, cups and table coverings. A party room assistant will be available for the Ultimate package only.*

Party Information

Member Name: _____ Phone No: _____

Address: _____

Child's Name: _____ Age: _____

Parent/ Legal guardian of child: _____ Phone No. _____

Date of event: _____ Time: _____

Email address: _____

Total Anticipated Number Attending Party: Youth _____ Adults _____

Party Guidelines

- Members may only book birthday parties and must be present for the duration of the birthday party. Member verification will be checked at time of registration.
- Parties are available for children up to the age of 12.
- A roster with each participant's name and emergency telephone number must be submitted 3 days prior to the party date. It may be dropped off at the front desk or emailed to ahollows@cityofwestlake.org.
- Wristbands can be picked up upon arrival at the front desk and must be worn by all attendees for the duration of the party.
- Use of the kitchen, fitness room and other areas of the building are excluded from the party package.
- Parties will begin in a designated area for one hour. At the conclusion of that hour, participants will proceed to the Aquatics area for their one and half hours of swimming. At the conclusion of the party time, all participants must exit the pool area and building. If participants are members and would like to continue to use the facility, they must exit the pool area and proceed to the front desk to swipe their ID cards. Time specified includes set up and clean up time.
- The room must be cleaned up and all items removed at the completion of that hour. The room is to be left in the same condition as when it was found- tables cleaned, garbage put in garbage bags (bags will be supplied), floor clear of food, confetti or any other decorations. A vacuum cleaner and cleaning supplies are provided. We will be responsible for trash removal.
- Open flames are prohibited by the Westlake Fire Department with the exception of birthday cake candles.
- Decorations must be within reason and may not be hung from the walls, ceiling or windows.
- A \$25 non-refundable fee will be deducted from the party rental in case of cancellation.
- Refunds can not be issued for any unused wristbands.
- For parties of 26 or more, there is a \$50 deposit which will be refunded at the end of the month if there is no damage sustained.
- There is a 15 minute grace period for set up provided that the room has been cleaned by our housekeeping staff.
- The total head count for the party must include parents, birthday child, siblings, grandparents and anyone else who will be attending including those who possess a current Westlake Recreation Center membership.

I understand and have read the above guidelines and will follow the rules as stated.

Member Signature & Date

Name of host: _____ Date of event: _____

Participant's Name _____ **Emergency Phone Number**

1. Birthday child _____
2. Parent of birthday child _____
3. Parent of birthday child _____
4. Sibling of birthday child (or other guest) _____ Adult ___ Child ___
5. Sibling of birthday child (or other guest) _____ Adult ___ Child ___
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