

## NEW Birthday Party Packages



The Westlake Recreation Center has announced new birthday party packages available to current members ONLY. Parties will be 3 hours in length and includes swimming in our beautiful Aquatics area and the use of a room for cake and presents. Guest count must include all adults and children in attendance.

### Party Times

- Friday 5:30-8:30pm
- Saturday 12:00-3:00pm, 2:00-5:00pm or 4:00-7:00pm
- Sunday 12:00-3:00pm or 2:00-5:00pm
- No School Days (if available) 1:00-4:00pm
- *Times are not available on days of special events or swim meets.*



### Pricing

- Basic Package: Enjoy 1.5 hours in the room followed by an hour and half in the Aquatics Center.
- Sports Packages: Guest may enjoy 1.5 hours in the room followed by time in both the gym and pool areas. **Package is only available April through October.**
- Pizza Package: Guests may enjoy a pizza lunch/dinner while in the room for 1.5 hours followed by swimming in the pool for 1.5 hours. Package includes pizza, juice box, plates, cups & napkins for each guest. Host must pay for everyone in attendance; no partial orders.
- Picnic Package: Guests may enjoy a picnic lunch/dinner while in the room for 1.5 hours followed by swimming in the pool for 1.5 hours. Package includes sandwich, 2 side dishes & beverage for each guest. Host must pay for everyone in attendance; no partial orders.
- Beary Fun: Kids can make a teddy bear or stuffed animal. Beary Fun parties must be booked at least 2 weeks in advance. Host pays for 1 bear/ animal per child. This party is in the room for 2 hours only. Swimming is not included.

<u>Package Type</u>	<u>Up to 25 guests</u>	<u>26-40 guests</u>
Basic	\$125	\$275 (includes \$75 deposit)
Sports	\$125	\$275 (includes \$75 deposit)
Pizza**	Basic +\$4 pp	Basic +\$4 pp
Picnic	Basic +\$8 pp	Basic +\$8 pp
Beary Fun	\$75 + \$14 per bear	Not available

### Party Information

Host Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

Email address: \_\_\_\_\_

Parent/ Legal guardian of child (if not same as above): \_\_\_\_\_

Phone No. \_\_\_\_\_ Email address: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time: \_\_\_\_\_

Total amount due: \_\_\_\_\_ Balance due 10 days prior: \_\_\_\_\_

Total Anticipated Number Attending Party: \_\_\_\_\_

#### 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 will begin in a designated area for a minimum of one hour but not to exceed 1.5 hours. Participants and their belongings will then 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.
- Parties are available for children up to the age of 12.
- A list of all participant names and emergency telephone number must be submitted 4 days prior to the party date. It may be dropped off at the front desk or emailed to [ahollows@cityofwestlake.org](mailto: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.
- 72 hour notice is needed to order or cancel any food orders. Upgrades in party size are on a space availability only and must be done at least 5 days in advance.
- The room must be cleaned up and all items removed at the completion of the time in the room as it 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.
- Deposits will be refunded at the beginning of the following month if no damage has been sustained.
- 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 or who will not be swimming.
- Basic package along with the deposit are required to book the date. The balance is due 10 days prior to the party date for any party except the Basic package.
- A \$50 non-refundable fee will be deducted from the party rental in case of cancellation.
- Refunds will not be issued for any unused wristbands, a reduction in party size, for food or no shows.

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

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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\_\_
6. Sibling of birthday child (or other guest) \_\_\_\_\_ Adult\_\_ Child\_\_
7. Sibling of birthday child (or other guest) \_\_\_\_\_ Adult\_\_ Child\_\_
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