

Birthday Party Packages



Birthday party packages are available to Westlake Recreation Center Members only. Parties will be 3 hours in length and includes the use of a room for cake and presents, swimming in our beautiful Aquatics area and/or use of the basketball courts (courts available April-Oct. only). Guest count must include all adults and children in attendance. A roster is required to be submitted at least 4 days prior to party.

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 1.5 hours in the Aquatics Center or gym. **Gym only available April through October.**
- Sports Package: Enjoy 1.5 hours in the room followed by 1.5 hours in both the gym and pool areas. **Only available April through October. All participants must wear tennis shoes in gym. ¼ of the gym will be available for use. A maximum of 16 basketballs will be available for use, all basketballs will need to be returned to the cart and brought to the front desk once the party is finished.**

Note: Parties will begin in the party room, and end in the pool or gym. Most parties find that 1 hour in the room is sufficient; we encourage parties to use the first 15 minutes of the 1.5 hours for setup, and the last 15 minutes for cleanup.

<u>Package Type</u>	<u>Up to 25 guests</u>	<u>26-40 guests</u>
Basic	\$125	\$275 (includes \$75 deposit)
Sports	\$150	\$300 (includes \$75 deposit)

Party Information

Party Package Circle One: **Basic Swim Package** or **Basic Gym Package** or **Sports Gym and Swim Package**
April-Oct Only April-Oct Only

Host (Member) Name: _____ Phone No: _____

Child's Name: _____ Child's Age: _____

Email address: _____

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

Phone No. _____ Email address: _____

Date of event: _____ Time: _____

Total amount due: _____ (Full amount due at time of registration)

Total Anticipated Number Attending Party: _____ (includes adults and children)

Party Guidelines:

- Members only may 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 party room for a minimum of one hour but not to exceed 1.5 hours. Participants and their belongings will then proceed to the Aquatics area or Gym for the second 1.5 hours. At the conclusion of the party time, all participants must exit the pool or gym area and building. If participants are members and would like to continue to use the facility, they must swipe their member ID card at front desk.
- Time specified includes set up and clean up time. **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 bagged and left in cans (bags will be supplied), floor clear of food and any other decorations. (No confetti or glitter is permitted.) A vacuum cleaner and cleaning supplies are provided. We will be responsible for trash removal.**
- Parties are available for children up to the age of 12.
- **A list of all participant names and emergency telephone number must be submitted the Wednesday prior to the party date. It may be dropped off at the front desk or emailed to jmilloy@cityofwestlake.org. If email is sent after Wednesday, it may not be received.**
- **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.**
- 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.
- 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 (if one was made) will be refunded at the beginning of the following month. Reasons for part or all of the deposit to be held include damage to the room, insufficient cleaning of room or exceeding time limit in room.
- A \$50 non-refundable fee will be deducted from the party rental in case of cancellation.
- *Refunds will not be issued for any unused d 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.

Member Signature & Date

Name of host: _____

Date of event: _____

<u>Participant's Name</u>	<u>Emergency Phone Number</u>
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 ___
8. Guest _____	Adult ___ Child ___
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