# Worcester County Department of Recreation & Parks
# Birthday Party Rental Agreement

**Date of Party:** / /

**Time of Party:** : AM/PM - : AM/PM

| RENTER INFORMATION | | | | | |
|---|---|---|---|---|---|
| Renter: | | Party Name: | | | |
| Address: | | | | | |
| City: | | State: | | Zip: | |
| Phone: | | Email: | | | |

## REGULATIONS

**You are renting the Worcester County Recreation Center (WCRC) for a Birthday Party. All reservations must be made two (2) weeks prior to the date of the event. The Birthday Party has a three (3) hour party time: 30 minutes set up, two (2) hour party and 30 minute break down. The max capacity for the event is 50 people including adults. This Birthday Party consists of utilization of the After School Zone Room and one (1) basketball court for activities. The Facility staff will provide equipment (basketballs, dodgeballs, toddler toys, etc.) and a speaker for music. Requests must be made 1 week in advance to ensure availability. All party Participants must sign in at the front desk upon arrival.**

**Food & Drink:**
Use of the kitchen is not permitted aside from the storage of food and use of the ice machine. Food preparation is not permitted. Please bring items that are already prepared. Food and drinks are to remain in the After School Zone Room only. **No alcohol is permitted with birthday party rentals.**

**Furnishings & Decorations:**
No staples, tacks, pins, or nails may be used to affix decorations. No adhesive tape of any kind can be used on the walls or floor. In the event that proper authorization is not received and damages have resulted from your party's stay, the cost to repair and/or replacement will be billed to you. Balloons are permitted in the classroom, however **absolutely no helium balloons are allowed in the gymnasium.** If balloons pop, please be sure to pick up pieces so they are not eaten by any small children. Spray String (i.e., Silly String) and Piñatas are not permitted.

**Set Up & Clean Up:**
Birthday Party rentals will have 30 minutes of set up prior to the party start time and 30 minutes of clean up time after the party end time. It is the renter's responsibility to leave the party room as it was found. When making your reservation, please allow enough time before and after your event for setting up and taking down necessary equipmentand decorations and cleaning the facility. If the event time exceeds the terms of the rental agreement, the Renter will be charged $15 per 15 minutes over.
Renter is responsible for making sure all waste materials such as diapers, paper and trash is deposited in the receptacles provided.

**Personal Property:**
The WCRC is not responsible for personal belongings. It is the sole responsibility of each person entering the facility to be responsible for all belongings. Under no circumstances will WCRC take responsibility for any lost, missing, or stolen property personal or otherwise.

**Safety:**
Renter is completely responsible for the wellbeing and behavior of all party guests while on the premises. Be sure to have support (adults) to assist you in running your party safely and smoothly. We recommend a 1 to 8 ratio of adults to children.

A) Parents are responsible for redirecting inappropriate play and/or behavior.

Renters and guests are expected to respect the property. **Anyone found disrespecting any of the Recreation Center property will be asked to leave the property.**

**Payment:**
Your party is not officially reserved until we have received your deposit ($100) and a signed Party Rental Agreement. Refunds will be made only if the cancellation is made not less than 5 business days prior to the scheduled event. The remaining balance of $150 is due on the day of the party, prior to the start.

**Indemnification:**
The Renter contracting for an event must agree to hold harmless The Worcester County Department of Recreation & Parks, its agents and employees, against any and all liability, loss or damage it hereafter sustain, incur or be required to pay by any reason of personal suffering, personal injury, death, or property damage, either while participating in or receiving the services being furnished by the contractor under this agreement, or while on the premises in conjunction with such event, except for those liabilities caused by or resulting from negligence or the intentional acts of Worcester County Recreation Department.

The Renter must agree to assume complete responsibility for the replacement or repair of articles damaged beyond ordinary use or stolen either by those in attendance or by persons hired by them for the event. The extent of the damage and cost of repair will be judged solely by The Worcester County Department of Recreation & Parks Staff based upon estimates received.

The following are not allowed on Recreation Property at any time: smoking, fog machines, fireworks, sparklers, pyrotechnic devices. The conduct of guests is the Renter's responsibility. Children must be supervised at all times. The Worcester County Department of Recreation & Parks staff is fully empowered to ask anyone to leave in the facility of disorderly conduct, intoxication, or staying over their contracted time.

| Item | Unit Price | Quantity | Total |
|---|---|---|---|
| Deposit (reserves Party's spot) | $100.00 | 1 | $100 |
| Birthday Party Fee | $150.00 | 1 | $150 |
| **DEPOSIT ($100.00):** | | **GRAND TOTAL** | **$250** |
| Date_____ Cash Credit Card<br>***3% fee for all credit card use*** | | Less Deposit | ($100.00) |
| **FINAL PAYMENT (due at end of party):**<br>Date_____ ☐ Cash ☐ Credit Card | | **BALANCE DUE** | **$150** |

We the undersigned have read each page of the contract and agree to fully abide with all provisions contained therein.

_____ _____

Renter's Signature Date

_____ _____

County Official Signature Date