

BIRTHDAY PARTY RESERVATION FORM

CONTACT INFORMATION

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email: _____

Phone: _____

Turn in completed application form at the Lenexa Rec Center. Staff will contact you via email within three business days of submission. Submitting a form does not guarantee a reservation. Reservations cannot be made more than 90 days prior to the desired event date or less than two weeks before the desired event date.

PARTY PACKAGE OPTIONS

✘ **Pass Members:** 10% discount on birthday parties

Star Package (\$155)

- 2 hours total (party room, then Activity Gym)
- 1 hour and 15 minutes in the Activity Gym*
- 45 minutes in the party room
- Admission for up to 25 people, including adults. Additional participants \$4 per person up to 36 max.
- Gift for birthday child

Starfish Package (\$185)

- 2 hours total (party room, then pool)
- 1 hour and 15 minutes in the pool
- 45 minutes in the party room
- Admission for up to 25 people including adults. Additional participants \$4 per person up to 36 max.
- Gift for birthday child

All-Star Package (\$245)

- 3 hours total (party room, Activity Gym, then pool)
- 1 hour in the Activity Gym*
- 1 hour and 15 minutes in the pool
- 45 minutes in the party room
- Admission for up to 25 people including adults. Additional participants \$4 per person up to 36 max.
- Gift for birthday child

*Activity Gym options:

A = Inflatables; **B** = Futsal/Dodgeball; **C** = Wiffleball/Kickball;
D = Organized Dance or Art Class; **E** = Gaga ball

PARTY DETAILS

Birthday Child's Name: _____

Age Being Celebrated: _____

Number of Party Participants (including adults): _____

PACKAGE, DATE & TIME

Select birthday party package options:

Star Package Activity Gym*: A B C D E

Starfish Package

All-Star Package Activity Gym*: A B C D E

Parties can start at the following times:

Star or All-Star Packages:

FRI: 5 p.m.; SAT-SUN: 11:30 a.m., 1 p.m. or 2:30 p.m.

Starfish Package:

FRI: on the half-hour, 4:30 to 6:30 p.m.; SAT-SUN: on the half-hour, 11:30 a.m. to 3 p.m.

Primary choice date and time: _____

Secondary choice date and time: _____

GENERAL GUIDELINES

- When inviting children/adults, be mindful that capacities of party rooms are limited. The largest party room holds a maximum of 36 individuals.
- Arrive no earlier than 15 minutes prior to your scheduled party time. A wristband will be provided for up to 25 guests, which includes any adults staying for the party. If you have more than 25 guests, you will be charged \$4 for each additional person. Wristbands must be worn by guests for the duration of the reservation.
- A birthday party attendant will escort you to each activity.
- We encourage all guests of your party to arrive at the same time. If a guest of your party arrives late, the person who reserved the party must leave the name(s) of the late

arrival(s) at the Front Desk. Upon arrival, a Lenexa Rec Center employee will escort the late arrivals to the party location.

- The total reservation time includes setup, cleanup, transition time between activities, and change time.
- Party rooms are only available for your use during the allotted time included in the package and are not reserved for the entire duration of the party reservation.
- Parties do not have exclusive use of pool.
- All parties in the pool require adult supervision. Children 8 and younger must be supervised by adults with a 5-children-to-1-adult ratio.
- Non-swimmers (those that need a personal floatation device) must be within arm's length of an adult, are not allowed to go use the

pool slides, climb the rock wall or be on the diving platform.

- Individuals under 48" in height are not permitted to use the pool slides.
- Prohibited: alcoholic beverages, nails, staples, screws, cellophane, adhesives, confetti, bubbles, rice, silly string, glitter, smoke machines, open-flamed devices.
- Permitted: balloons, table decorations, party hats, and trinkets.
- Renter is responsible for cleaning up the room so that the staff need only to sweep up the floor and wipe off the tables. A cart will be available to assist with transporting your items out of the building.
- All guests are required to follow any and all Lenexa Rec Center Rules and/or other lawful direction given by Lenexa Rec Center staff.

UPDATED 10/17/2018

BIRTHDAY PARTY RESERVATION CONTRACT



RELEASE OF LIABILITY AND INDEMNIFICATION

The undersigned responsible party ("Renter") in consideration of the reservation, understands and agrees that the City of Lenexa, Kansas, ("City") is not and shall not be responsible for or liable for any illness or injury to person or for loss of or damage to property which may result from the use of Lenexa Recreation Center ("Facility") and/or participation in any activities or programs relating to or arising out of the reservation. Renter hereby agrees to forever release, indemnify and hold harmless the City, its officials, officers, employees, agents and volunteers from any and all claims of any kind that Renter, or their respective heirs, executors, administrators or assigns may have arising out of the use of the Facility and/or participation in any activities or programs, including but not limited to accidents, injuries, illness, loss of or damage to person or property

Initial: _____

CLEANUP/DAMAGE

Renter shall be responsible for any and all damage or loss that may occur to the Facility and or its equipment and supplies arising out of or relating to this reservation, excluding ordinary wear and tear. The extent of any and all damage and the cost of cleaning, repair or replacement will be determined solely by the City. Renter understands and agrees that the following are prohibited in the Facility: nails, staples, screws, cellophane, any adhesive material, confetti, bubbles, rice, silly string, streamers, glitter, smoke machines, and open-flamed devices. Renter shall be responsible for removing all decorations and personal property from the Facility, picking up and disposing of any loose trash and otherwise leaving the party room in the same condition as was found prior to the reservation.

Initial: _____

PAYMENT AND CANCELLATION

Full payment is due at the time of reservation. Renter may cancel or otherwise request changes to the reservation in person or in writing by e-mail, fax or mailed to the Lenexa Rec Center, 17201 W. 87th St. Pkwy., Lenexa, KS 66219. Renter understands and agrees that a cancellation fee will be charged, as follows, if Renter cancels the reservation:

- **30 to 15 days prior to the reservation date:** \$50 deposit forfeit
- **14 days or less:** Full cost of the reservation

The City reserves the right to cancel a reservation if the Facility is, in the sole judgment of the City, rendered unsuitable for the reservation due to inclement weather, acts of God, or any other legitimate condition beyond the control of the City. In the event of such cancellation by City, Renter will receive a full refund and will not be liable for any fees for the cancelled reservation and the City of Lenexa shall not have any further liability or obligations with regard to the cancelled reservation.

APPLICABLE LAWS, RULES AND/OR REGULATIONS

Any and all laws, regulations, rules and/or other lawful direction given by the City staff governing the use of the Facility shall apply to the reservation including, but not limited to terms and conditions contained on the reservation form. Any violation of applicable laws, regulations, rules and/or other lawful direction received may result in immediate termination of the reservation and removal from the Facility without refund as well as loss of the privilege to reserve city facilities in the future.

DURATION AND SCOPE OF RESERVATION

The Renter agrees to remain on-site for the entire duration of the reservation. The total time of the reservation, as identified on the reservation form, includes any and all set-up, clean-up, transitions between activities, and changing time. Party rooms are only available for use during the time designated on the reservation form and nothing may be stored and or placed in a party room. This reservation does not include the exclusive use of the pool.

By signing this document, I certify that I have carefully read the same and understand the terms and conditions contained herein. I acknowledge and understand this document contains a release of liability and agreement to indemnify the City of Lenexa, Kansas, for all claims or causes of action relating to or arising out of this reservation.

Signature: _____ Date: _____

Print name: _____

FOR INTERNAL USE ONLY

Date & Time: _____

Reservation No.: _____