



Town of Pine Bluffs

Community Center Birthday Party Rental Application/Agreement

FIRST/LAST NAME: _____

CONTACT PHONE NUMBER(S): _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

Date of Party: _____ Time of Party: _____

Previously Prepared Food and Drink to be served:

Birthday Party Fee: \$50/3-hour limit

Would like to use Jump Houses Yes _____ No _____ Boxing Ring \$30 _____ Obstacle Course \$40 _____ Castle \$50 _____

Total Fee: _____ Paid Cash _____ Check _____

- *Kitchen usage is limited – does not include appliance usage except for coffee maker.
- *Alcohol is not allowed.
- *Staff will open, close and be available during your party should you have any questions or concerns.
- *You are responsible for bringing your own gym equipment (balls, jump ropes, etc.)
- *You will be responsible for cleaning up the facility along with all tables/chairs used for the party.
- *Community Center furnishings (tables and chairs) are not allowed outside.
- *Renters are responsible for their guests.
- *Place tables and chairs back on the racks provided and hang chairs 6 deep for each hanger hook, racks located in the storage room.

CLEANING PROCEDURES

- The kitchen is to be wiped down including all countertops, sinks and coffee maker if used.
- Sweep floors and wet mop as necessary to clean.
- All the renter's belongings, food items, decorations, signs, etc. must be removed.
- All trash must be emptied, with new liners replaced in trash cans. Dumpsters are located at the west end of the parking lot.
- Make sure the kitchen, gym and lobby are returned to the same condition it was in when you entered the building. A minimum charge of \$20/hr will be administered if the facility is left unclean.

I have read the above policies and procedures and agree to comply with all guidelines.

APPLICANT SIGNATURE

DATE