

## ***Birthday Party Agreement***

- Birthday Party rentals are from 2:30 – 4:30 PM on selected Saturdays. You may begin decorating the kitchen at 2PM. The gym is not available until 2:30 PM. In some cases, you may be able to get into the kitchen in the morning to decorate, please ask before the date of the party. You must be out of the building by 5PM.
- All bookings are done with Melissa Anderson, Youth Program Administrator, at the Recreation Department. Booking must be done during office hours, in person at the Recreation Department so that the agreement can be signed.
- Fee for rental is \$125. If you do not clean up properly, an additional clean up fee will be assessed.
- You are financially responsible for any damage done to the facility or equipment.
- Payment for rental is due when you book the event. Payment for rental is by **Credit Card (MC/VISA) ONLY**. No cash or checks accepted for rentals.
- Cancellation must be done at least 5 business days before the event. An administrative fee of \$20 will be assessed for all cancellations. There is **no refund** if you cancel less than 5 days before the scheduled event.

## ***Rules and Regulations***

- Use of the Warren Building is limited to: the kitchen, the gym and the bathrooms on the first floor only.
- There is no alcohol or smoking allowed in or around the Warren Recreation Building.
- **Your responsibilities include:**
  - Providing all party goods (cake and/or other food), paper plates, cups, napkins, utensils, birthday candles and decorations.
- (Your responsibilities Continued)**
  - Decorations may be put up with masking tape only; you must provide the tape.
  - Any use of kitchen equipment must be cleaned/washed.
  - Adequate supervision of all children: children must be supervised in the gym and in the kitchen; there is to be no food or liquid in the gym; children are not allowed to run around the building, they must remain on the first floor. We strongly suggest one adult for every eight children.

- Complete clean up of the kitchen and any necessary clean up in the gym and bathrooms. Clean up includes sweeping and/or mopping of the floors. Trash must be bagged, tied and left in the kitchen.

• **Recreation Department Responsibilities:**

-Provide basketballs for use in the gym.

-Provide materials for clean up: trash bags, sponges, cleaning liquid, bucket, mop and brooms.

-Utility knives are available for cake cutting.

-Provide use of the space including tables & chairs in the kitchen, use of the refrigerator and stove.

I agree to all of the terms outlined by the Wellesley Recreation Department for use of the Warren Building for birthday parties.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Cell # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Party \_\_\_\_\_

# of Children \_\_\_\_\_

VISA/MC \_\_\_\_\_ EXP \_\_\_\_\_