

CIVIC CENTER BIRTHDAY PARTY
(4th – 12th Grade)
RESERVATION FORM

NAME: _____

ADDRESS: _____

CITY: _____ PHONE #: _____

GRADE LEVEL: 4 5 6 7 8 9 10 11 12 (circle one) FEE: \$40/Resident \$50/Non-resident

DATE OF BIRTHDAY PARTY: _____ TIME OF BIRTHDAY PARTY: _____

OF CHILDREN ATTENDING: _____ (max of 30) Collect:\$ _____

SPECIAL REQUESTS: _____

GUIDELINES FOR BIRTHDAY PARTIES

- Time allowance per birthday party: 1/2 hour setup, 2 hour party, 1/2 hour cleanup
- Maximum number of children per birthday party is 30 with parental supervision required with a minimum of two (2) adults.
- The Civic Center is a **non-smoking** campus. No smoking anywhere on the premises.
- Room must be cleaned up before leaving and party is responsible for set-up and removal of their own decorations.
- Table covers (Dollar Store type) are recommended for easy clean-up.
- Building will be shared with normal activities.

Amt. received: _____ Cash/Check #: _____ Rec. By: _____ Date: _____

TO BE COMPLETED BY ATTENDANT(S)

Set-up/inspection Admin/Attendant Initials: _____

Clean-up/inspection Attendant Initials: _____

Comments: _____