



<b>Staff use only:</b>  <b>Staff initials:</b> _____ <b>Date form received:</b> _____	<input type="checkbox"/> <b>Reservation System</b> <b>Staff initials</b> _____	<input type="checkbox"/> <b>Room setup</b> <b>Staff initials</b> _____
	<input type="checkbox"/> <b>Deposit Recieved</b> <b>Staff initials</b> _____	<input type="checkbox"/> <b>Final Payment Recieved</b> <b>Staff initials</b> _____

### Party Package Prices

Party Type	Details	Base Price	Extras
Basic Room Rental	Includes one hour in the party room, tables, and chairs. May arrive 15 minutes prior to decorate.	\$74	Base price (room capacity 40 participants)
Basic Party Package	Includes one hour in the party room. Party leaders are included to prep the room with tablecloths, streamers and balloons before the party arrives as well as lead activities in the room. Specific activities should be requested at time of booking.	\$160	Base price (room capacity 40 participants) 1 parent per every 10 children.
Gym Party Package Weekend afternoons only	Includes one hour in the party room and one hour in the gym (half gym). Party leaders are included to prep the room with tablecloths, streamers and balloons before the party arrives as well as lead activities in the room and games in the gymnasium. Specific activities should be requested at the time of booking.	\$265	Base price (includes 15 children) \$10 per each additional child. 1 parent per every 10 children.
Pool Party Package Weekend afternoons only	Includes one hour in the party room and one hour guaranteed during public Open Swim. Party leaders are included to prep the room with tablecloths, streamers and balloons before the party arrives as well as lead activities in the room. Specific activities should be requested at the time of booking.	\$285	Base price (includes 15 children) \$10 per each additional child.
Splash Pad Party Package Weekends only	Includes one hour in the party room and one hour during the public Splash Pad. Party leaders are included to prep the room with tablecloths, streamers and balloons before the party arrives as well as lead activities in the room. Specific activities should be requested at the time of booking.	\$250	Base price (includes 15 children) \$10 per each additional child. 1 parent per every 10 children.
Additional options	Additional hour in party room	\$82/hour	

### Fees and Charges

<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Office Use Only</div> <div> <p>Assigned area(s): _____</p> <p>Package rate: _____ + Extras: _____ + Staffing fees: _____ - \$50 Deposit</p> </div> <div style="writing-mode: vertical-rl;">Office Use Only</div> </div>	<div style="display: flex; justify-content: space-between;"> <div> <p><input type="checkbox"/> Applicant will be invoiced for additional rental time at the assigned rate.</p> <p><input type="checkbox"/> Invoice sent      Date: _____      Initials: _____</p> <p><input type="checkbox"/> \$30 Cleaning Fee</p> </div> <div> <p>Total due: _____</p> <p>Date payment received: _____</p> </div> </div>
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### Agreement

- This signed facility use agreement is due, with deposit, upon confirmation of your reservation. For rentals two hours or less that do not impact THPRD programs, the balance is due no later than five (5) business days before your scheduled event. For all other rentals, the balance is due no later than ten (10) business days before your scheduled event.
- Agreement includes assigned areas and restrooms only; use of additional areas prohibited without staff consent.
  - Additional charges will be assessed if rental exceeds times designated in this agreement.
  - No refunds will be provided to groups who vacate early or arrive late.
- To cancel this agreement, you must submit a request in writing.
  - For rentals two hours or less that do not impact THPRD programs, the request must be received at least five (5) business days before scheduled event for a refund (minus deposit). Please allow two weeks for processing. *Cancellations within five (5) business days of event will not be refunded.*
  - For all other rentals, the request must be received at least ten (10) business days before scheduled event for a refund (minus deposit). Please allow two weeks for processing. *Cancellations within ten (10) days of event will not be refunded.*
  - THPRD may reschedule or cancel this agreement in the event of extraordinary, unforeseen circumstances.
- If requested by THPRD staff, applicant agrees to provide comprehensive general liability insurance a minimum of one (1) week prior to services, naming THPRD as an additional insured in the following amount: \$1 million single occurrence / \$2 million general aggregate. Services shall not be granted until the required certificate has been received and approved by the Park District.
- INDEMNIFICATION:** To the fullest extent permitted by law, the individual or entity identified in the facility use application and renting THPRD's facilities (the "Indemnitor") hereby agrees to indemnify, defend, and hold harmless THPRD and its officers, elected officials, volunteers, agents, servants, employees, and the THPRD Board of Directors (collectively, the "Indemnitees") from, for, and against any and all claims, suits, actions, losses, liabilities, awards, and costs of every kind and description, including but not limited to experts' and attorneys' fees, arising out of or related to this Agreement or any activities conducted by the Indemnitors (or any entities or persons for whom the Indemnitors are responsible) at THPRD facilities under this Agreement. No indemnification provided by the Indemnitors under this paragraph, however, will be required to indemnify the Indemnitees to the extent of liability for death or bodily injury to persons or damage to property caused in whole or in part by the Indemnitees' own negligence, but will require indemnity to the extent of the negligence of the Indemnitors or those entities or persons for whom the Indemnitors are responsible.
- I have read and agree to abide by the park regulations established for use of a THPRD Facility or Park. I agree to be solely and completely responsible for the condition of the reserved area and to leave it in neat and clean condition, without damage. I agree to promptly reimburse THPRD for any and all damages. Any permitted special uses, including sound amplification, may be revoked for cause with no reimbursement of fees.
- THPRD IMMUNITY:** *The fee charged for the rental exclusively relates to the use of the assigned area(s) and restrooms itself. The fee does not relate to any other uses or any other areas of THPRD property. In fact, other uses of THPRD property and facilities as well as activities occurring outside the assigned area(s) and restrooms are not subject to a user fee. In accordance with Oregon's recreational immunity law (ORS 105.682), THPRD is not liable for injuries, death, or property damage arising out of such uses of its property for which no specific fee has been charged.*
- It is your responsibility to inform all members of your group of the THPRD Rules and Regulations. Failure to abide by the THPRD Rules and Regulations could result in immediate loss of privileges or forfeiture of privileges for future use.
- THPRD reserves the right to enter and monitor the event at any time.

*With my signature below, I acknowledge that I am authorized, on behalf of myself and the individual or entity identified in the facility use application, to agree to THPRD's terms and conditions set forth in this agreement, and rules and procedures.*

Applicant signature: _____	Date: _____
Supervisor signature: _____	Date: _____