



Party Package Request - Use Agreement

Conestoga Recreation & Aquatic Center
 9855 SW 125th Avenue Beaverton, OR 97008
 503-629-6313 • conestogaparties@thprd.org

Contact Information	Party Information
Name: _____ Address: _____ _____ City: _____ State: ____ Zip: _____ Primary Phone: _____ Secondary Phone: _____ Email: _____ THPRD Patron ID: _____	Party Type: <input type="checkbox"/> Basic Room Rental <input type="checkbox"/> Pool Party <input type="checkbox"/> Gym Party <input type="checkbox"/> Splash Pad Party <i>Summer only</i> Child's name: _____ Age: _____ Date: _____ Day of week: _____ Room start time: _____ End time: _____ Pool/Gym start time: _____ End time: _____ Location/space: _____ Approx. # of participants: Youth: _____ Adults: _____

Room Setup (select one)			
<input type="checkbox"/> Party setup	<input type="checkbox"/> Multi-group	<input type="checkbox"/> Classroom	<input type="checkbox"/> Other
 Seats 20+ youth	 Seats 20+	 Seats 24	Please specify

Additional Rental Information			
Color Theme <small>Available for party packages only. Choose up to 2. Includes tablecloths, balloons and banner.</small> <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Pink <input type="checkbox"/> Orange <input type="checkbox"/> Purple <input type="checkbox"/> Aqua <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> I'll use my own	Room Activities/Games <small>Available for party packages only. Choose up to 3.</small> <input type="checkbox"/> Simon Says <input type="checkbox"/> Hot Potato <input type="checkbox"/> Animal Charades <input type="checkbox"/> Freeze Dance <input type="checkbox"/> Head Up 7 Up <input type="checkbox"/> "Anything"	Gym Games <small>Available for Gym Parties only. Choose up to 2.</small> <input type="checkbox"/> Preschool Play <input type="checkbox"/> Basketball <input type="checkbox"/> Dodgeball <input type="checkbox"/> Soccer <input type="checkbox"/> Red/Green Light <input type="checkbox"/> Tag <input type="checkbox"/> Duck, Duck, Goose <input type="checkbox"/> Gaga Ball	Pool Guidelines <small>Applicable for pool party packages only. Required adults in the pool.</small> Children under 7 y/o must have a ratio of 1 Adult to 3 children in the water. Children over 7 y/o must have a ratio of 1 adult to 7 children in the water.

Special requests/equipment: (e.g., chairs, room setup)	_____ _____ _____ _____ Please attach any additional setup requests
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Staff use only: Staff initials: _____ Date form received: _____	<input type="checkbox"/> Reservation System <input type="checkbox"/> Room setup Staff initials _____ Staff initials _____ <input type="checkbox"/> Deposit Recieved <input type="checkbox"/> Final Payment Recieved Staff initials _____ Staff initials _____
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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.	\$77	Base price (room capacity 40 participants)
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.	\$270	Base price (includes 15 children) \$10 per each additional child. Room capacity 40 participants
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.	\$290	Base price (15 children up to 5 adults) \$10 per each additional child/adult. Room capacity 40 participants
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) Room capacity 40 participants
Additional options	Additional hr in party room w/ party leader	\$101.25/hour	
	Maintenance Fee	\$48.50	

Fees and Charges

Office Use Only	Assigned area(s): _____	<input type="checkbox"/> Applicant will be invoiced for additional rental time at the assigned rate. <input type="checkbox"/> Invoice sent Date: _____ Initials: _____ <input type="checkbox"/> \$30 Cleaning Fee	Office Use Only
	Package rate: _____ + Extras: _____ + Staffing fees: _____ - \$50 Deposit	Total due: _____ Date payment received: _____	

Agreement

1. 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.
2. Agreement includes assigned areas and restrooms only; use of additional areas prohibited without staff consent.
 - a. Additional charges will be assessed if rental exceeds times designated in this agreement.
 - b. No refunds will be provided to groups who vacate early or arrive late.
3. To cancel this agreement, you must submit a request in writing.
 - a. 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.*
 - b. 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.*
 - c. THPRD may reschedule or cancel this agreement in the event of extraordinary, unforeseen circumstances.
4. 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.
5. **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.
6. 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.
7. **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.*
8. 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.
9. 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: _____