



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# DIY BIRTHDAY PARTY SUMMER CONTRACT

Host/ess Responsible: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Birthday Child's Name: \_\_\_\_\_ Age of Child: \_\_\_\_\_

Party Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Party Day (Circle One): Saturday Sunday

Attendance Expected: \_\_\_\_ Children (Up to 16 Children) \_\_\_\_ Adults (Up to 10 Adults)

**♦ ♦ ♦ The maximum number of people the room can hold is 26—adults and children combined. ♦ ♦ ♦**

Party Type (Circle One): Adventure Alley (ages 3-6) Swimming (ages 4-12)

Will You Provide Food:  Yes  No (No Peanut Products)

**Do-It-Yourself Party Includes:**

- Private Use of the Lounge (18' x 23') from 10:00AM-2:00PM, host/ess setup time 10:00AM-12PM.
- **Party time will run 12-2:00PM** with Swimming or Adventure Alley from 2:00-3:00 p.m.  
(If adding extended pool time, party will run 12:30 p.m.-3:30 p.m.)

**Fees:**  YMCA Member Fee: \$100 (\$80 + \$20 cleaning deposit\*)  
 Non-Member Fee: \$125 (\$105 + \$20 cleaning deposit\*)  
 \*\$20 deposit will be refunded if party room has been properly cleaned.

**The person responsible for arranging the party agrees to the following:**

1. Upon arrival, check in with the front desk indicating you are here for your birthday party.
2. **The fee includes 16 children.**
3. The maximum number of people is 26 (adults and children combined). Room includes 4 booths and 3 round tables.
4. The party host/ess may access the room 2 hours prior to the start time.
5. The room must be vacated by 3:00PM.
6. Confetti, silly string, nails, tacks, and duct tape are not allowed.
7. The birthday party host/ess is responsible for all the behavior and supervision of the children.
8. If applicable, pool rules must be followed and pool ratios must be met.
9. After your party concludes, please stop by the front desk, and the manager on duty will verify that the room has been cleaned up. Once this is done, your \$20 deposit will be mailed to you.

**Total Amount Due:** \$ \_\_\_\_\_

I have read and understand the preceding application and the regulations listed on the reverse side and agree to the standards and requirements.

Signed by \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 The Renting Host/ess

Signed by \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 YMCA Staff

**Payment in full and signatures above are required to validate this contract. Thank you.  
 If you have any questions, please contact:**

Stevens Point Area YMCA - Program Desk: 342-2980 Ext. 300  
 1000 Division St. Stevens Point, WI 54481 www.spymca.org

1. **The YMCA will not be held responsible for any accident or injury occurring to any members of the group while using the facilities requested. Any accident or injuries that do occur must be reported to a Y staff person immediately.**
2. The YMCA assumes no responsibility for lost or stolen articles.
3. The YMCA maintains the authority to cancel a facility use permit at any time.
4. Each group is responsible for the conduct of the group with a competent leader as the responsible person.
5. Youth groups are required to have appropriate adult supervision (Minimally a 1/10 ratio).
6. Any conduct detrimental to the purpose of the YMCA, such as gambling, use of alcoholic beverages, etc. is prohibited. There is no smoking within or around the building.
7. **The person responsible for the group is responsible for loss or damage to YMCA facilities and equipment caused by the group.**
8. Use of the facilities does not imply endorsement or sponsorship of the event by the YMCA. Therefore, publicity shall be designed in such a way that no suggestion of endorsement and/or sponsorship is implied. All such publicity shall be cleared in advance.
9. Rental contract must be signed and authorized for validity.
10. All decorations must meet local fire regulations. Decorations cannot be nailed or thumb tacked to the walls. Duct tape is not allowed. All decorations must be removed immediately following the event.
11. Manager on duty has the right to deny any services not listed on rental agreement.
12. Rental cancellations must be received at least 15 days in advance; otherwise the group will be assessed 50% of rental fee.
13. In case of cancellation caused by an act of God, i.e. storm, snow, etc., all fees shall be refunded except for any actual expenses incurred.
14. If the group is using the Adventure Pool, the following rules and regulations must be enforced. If you have any questions or concerns regarding the pool rules please contact our Aquatic Director at extension 327.
  - No running. The deck gets wet and slippery and we don't want anyone to get hurt.
  - Swimmers must be 48 inches tall to go down the slide on their own. Swimmers shorter than 48 inches may go down on the lap of an adult only.
  - Swimmers going down the slide must be feet first and on their back or rear.
  - No diving or flips anywhere in the Adventure Pool. Jumping feet first, facing forward is allowed.
  - No toys or flotation devices from home are allowed. Lifejackets are provided for those that need them.
  - Swimmers under the age of 7 MUST be accompanied by an adult in the water at all times.

**OFFICE USE ONLY**

Program Registration Desk, please use TRANS CODE 320 to receipt this contract. Upon receipting, please staple receipt to this contract/invoice & make a copy for the Birthday Party Director.

**Internal Communication**

\_\_\_\_\_ Birthday Party Director

\_\_\_\_\_ Front Desk

\_\_\_\_\_ Aquatics Directors