



BIRTHDAY PARTY RESERVATION APPLICATION

Macomb Township Parks and Recreation Department 20699 Macomb Street, Macomb, MI 48042
Office: 586-992-2900 www.GoMTPR.org Fax: 586-992-2999



1. Birthday Parties can *ONLY* be reserved by the parent of the child. Parental proof may be requested (*birth certificate*).
2. A Macomb Township resident cannot book a party for a non-resident to receive the discount rate.
3. Completing Reservation Application, all payments and submitting food order must be done by the parent applicant listed below.
4. Reservations accepted up to seven (7) days prior to party.

APPLICANT INFORMATION

Parent's Full Name:	Child's Name:		
Email Address:	<input type="checkbox"/> Child is a Macomb Twp. Resident	<input type="checkbox"/> Child is a Non-Macomb Twp. Resident	
Address:	City:	Zip:	
Home Phone:	Cell Phone:		

PARTY RESERVATION DATE

Day: _____ Date: _____ Start Time: _____ : _____ am pm and End Time: _____ : _____ am pm

PARTY ROOM OPTIONS

Room #1 (30 max) Saturday Times: <input type="checkbox"/> 12:00p-1:00p <input type="checkbox"/> 2:00p-3:00p <input type="checkbox"/> 4:00p-5:00p <input type="checkbox"/> 6:00-7:00p Sunday Times: <input type="checkbox"/> 12:00p-1:00p <input type="checkbox"/> 2:00p-3:00p <input type="checkbox"/> 4:00p-5:00p Other: _____
Room #2 (50 max) Saturday Times: <input type="checkbox"/> 11:30a-12:30p <input type="checkbox"/> 1:30-2:30p <input type="checkbox"/> 3:30-4:30p <input type="checkbox"/> 5:30-6:30p Sunday Times: <input type="checkbox"/> 11:30a-12:30p <input type="checkbox"/> 1:30-2:30p <input type="checkbox"/> 3:30-4:30p Other: _____
Room #3 (50 max) Saturday Times: <input type="checkbox"/> 12:00p-1:00p <input type="checkbox"/> 2:00p-3:00p <input type="checkbox"/> 4:00p-5:00p <input type="checkbox"/> 6:00-7:00p Sunday Times: <input type="checkbox"/> 12:00p-1:00p <input type="checkbox"/> 2:00p-3:00p <input type="checkbox"/> 4:00p-5:00p Other: _____

FOOD ORDER



Your Food Order **MUST BE PLACED** no later than (day) _____ (date) _____ before 12pm.
NOTE: A \$10.00 Late Fee will be assessed if food order is placed after the above stated date and time.
 Earliest pizza delivery time is 11:00am.

Gratuity for Food Delivery Drivers is at the discretion of the Party Host.



Please tip your Delivery Driver.

Place your order with the Recreation Department at 586-992-2900 or email it to FoodOrder@macomb-mi.gov.

BILLING INFORMATION

1. Macomb Township Resident Reservation rate for party room and use of facility is **\$140** (includes 20 guests). \$ _____ a.
Each additional guest will cost \$5.00 per person. \$5.00 X _____ = \$ _____ b.
 2. Non-Resident Reservation rate for party room and use of facility is **\$200** (includes 20 guests). \$ _____ c.
Each additional guest will cost \$10.00 per person. \$10.00 X _____ = \$ _____ d.
 3. Cost from Food Order; Vendor(s) being used: Hungry Howie's \$ _____ Jet's Pizza \$ _____ Subway \$ _____ = \$ _____ e.
 4. Late Fee of \$10.00 is assessed if food order is placed after the above stated date. \$ _____ f.
- SUB-TOTAL from (a.-f.) \$ _____
5. A deposit of **\$25.00** is due at the time of booking. **DEPOSIT IS NON-REFUNDABLE** Subtract the \$25 paid deposit from the Sub-Total _____ - \$25.00
 Date deposit was paid: ____ \ ____ \ ____ Staff Int. _____ Payment Method: ___ Cash ___ Visa ___ MasterCard Enter Amount Due below

Complete Line #6 on the day of your birthday party reservation. Arrive 30 minutes prior to your start time

Cash or Credit Card only. NO CHECKS

6. Final Payment Method: ___ Cash ___ Visa ___ MasterCard Date: ____ \ ____ \ ____ Staff Int. _____ **FINAL PAYMENT DUE \$ _____**

Liability Waiver / Indemnification Agreement PLEASE NOTE: This agreement serves as the Liability Waiver for ALL guests listed on your "Guest List".

I have received, read, understood, and agree to comply with the Macomb Township Recreation Center's rules and regulations on the use of meeting rooms. I hereby fully release and discharge the Township of Macomb and its employees from any and all claims from injuries, including death, damage or loss, which may arise or which may be alleged to have arisen out of, or in connection with the above meeting in the Macomb Township Recreation Center.

I further agree to indemnify and hold harmless and defend the Twp. of Macomb and its employees from any and all claims resulting from injuries, including death, damage or loss, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the above meeting in the Macomb Twp. Recreation Center.

Yes, I have read all the Birthday Party Rules and Information located on the backside of this form and I understand them fully.

Reservation Applicant's Signature: _____ Print Name: _____ Date: _____

Print Staff Name _____ Staff Initials _____ Reservation # _____ Revised as of 7/12/17



RULES AND INFORMATION

- ___ All reservation changes **MUST** be made in person at the Recreation Center by the applicant. Party host must have the original form in hand with them at the time of change.
- ___ Final Payment and Guest List is due 30 minutes prior to the start of your reservation time and date. If you and your guests want to use the facility before your party reservation times all final payments and Guest Lists must be completed and paid first.
- ___ Do not forget to bring your **COMPLETED** Guest List prior to the start of your reservation. NOTE: If an unplanned party guest shows up and is not included on your guest list ... "that's ok," your guest will be instructed to check-in at the front desk and pay (just like a daily visitor). They will be given a receipt for entry into the Recreation Center and at that point they are welcome to join your party.
- ___ All additional guests (over the 20 pre-paid) must be paid for. NO one may enter the facility without paying.
- ___ Modifications to existing food orders cannot be made. Also, whole Pizzas can NOT have split toppings IE: half pepperoni and half pepper.
- ___ Outside food is NOT permitted with the exception of "Birthday Cake". You may bring in Juice and Water for guests.
- ___ The Recreation Center provides all white paper products including table coverings, plastic ware, cups, plates and napkins.
- ___ We DO NOT provide ice, refrigeration or freezer use. We DO NOT hold any personal belongings such as gifts, cakes or party favors.
- ___ Socks **MUST** be worn in the Indoor Playground. Athletic shoes must be worn in the Gymnasiums. NO open toe shoes, sandals or bare feet permitted with the exception of the pool area.
- ___ ONLY U.S. Coast Guard Approved lifejackets are permitted in the pool area. No other flotation devices will be allowed. The Recreation Center does not have lifejackets available for rental use; however we sell them for \$20.00 each. Please notify all guests of these restrictions.
- ___ You may set up your room approximately 15 minutes before rental time.

HOURS OF OPERATION FOR RECREATION CENTER AND AQUATICS CENTER

Know the hours of operation before booking your Birthday Party. If you want to SWIM make sure the pool and features are all open.

Recreation Center Hours of Operation: Monday – Friday 6:00am -10:00pm * Saturday 8:00am-8:00pm * Sunday 10:00am-6:00pm

Open Swim Hours of Operation: Monday - Friday 12:00pm - 4:00pm (water slide closed) and 6:00pm - 9:00pm (all features open)

Open Swim Hours of Operation: Saturday 12:00pm - 7:00pm (all features open) * Sunday 12:00pm – 5:00pm (all features open)

FOOD VENDOR OPTIONS

The Recreation Center will place your order and have it delivered right to your party. Outside food is not permitted into the Recreation Center, Health Department Regulations. However, guests are welcome to bring their own Birthday Cake. See attachments for Menu and Order Forms.



Yes, I have read all the Birthday Party Rules and Information on this form and I understand them fully.

Reservation Applicants Initial: _____ **Date:** ____ / ____ / ____ **Staff Initials:** _____