

Groveport Recreation Dept.

Birthday Party Package Reservation Application & Contract

(Revised 04/01/18)

City of Groveport
Recreation Dept.
7370 Groveport Rd.
Groveport, OH 43125
(614) 836-1000 Office
(614) 836-2999 Fax

This document will not be considered unless all fields are complete. Please print clearly.

*REQUIRED FIELD

*Birthday Boy or Girl's Name (First & Last): _____ *Today's Date: _____

Child will be turning ____ years old. *Child is a: Boy Girl

*Name of User: _____
(First) (Last) (Middle Initial)

*Driver License Number or State I.D. #: _____

*Home Address: _____
(Street)

(City) (State) (Zip)

*Home Phone: (____) _____ Work Phone: (____) _____

Cell Phone: (____) _____

*Email Address: _____
(This is our primary form of communication with you after you reserve the party)

*Location: Groveport Recreation Center OR
 Groveport Aquatic Center (Seasonal Outdoor Water Park)

*Day of Event: Sun. Tues. Thurs. Sat.
 Mon. Wed. Fri.

*Date of Event: _____

*Child's T-Shirt Size: Youth Small Youth Medium Youth Large
 Adult Small Adult Medium

*Party Room Requested:

All parties will be reserved in the "Lock 22" room, unless that room is currently reserved by another User or your party will have over 25 persons.

Lock 22 (25 occupancy max). Ohio Room (40 occupancy max; limited availability)

*Time Requested In Room:

Availability is subject to building hours. Room may not be occupied until time on the contract. Please allow time for decorating before your guests arrive.

12:00 p.m. – 1:30 p.m. 4:00 p.m. – 5:30 p.m. (excluding Sundays in summer)
 2:00 p.m. – 3:30 p.m. 6:00 p.m. – 7:30 p.m. (excluding Saturdays in summer & Sundays year round)

Number of People Attending Event: _____ (include ALL adults & children).

The Birthday Party Package covers up to (20) individuals. All party guests (including hosts, birthday child, adults of attending children, etc.) are required to have a day pass/wristband (no exceptions). If additional day passes are required on the day of the party, they can be purchased at a rate of \$5.00/each. The party host is responsible for meeting the guests in the lobby of the recreation center and distributing wristbands to their guests. Persons will only be permitted beyond the front desk if they present a day pass/wristband to our staff. Unused wristbands can be exchanged for day passes and can be used at a later date.

Terms and Conditions:

1. USER - User must be a legal entity or (18) years of age or older. User shall be held responsible for the conduct of all group members and shall remain on site during the party. User is required to provide valid I.D. on the day of the event to City of Groveport staff. User will sign-in at the start of their room use and will sign-out at the conclusion of their room use. User agrees to use the facility in a safe and careful manner and shall comply with all federal, state and local laws and any rules and regulations set forth by City of Groveport (COG). User cannot sublease this rental. Age dependent ratios must be maintained by the user at all times during the entire party and/or facility usage. Facility Rules can be viewed at www.groveportrec.com.
2. FEES - Full payment of \$250.00 (payable in the form of cash, check, or credit card) is due at time of reservation. Fee includes the following:
 - (20) Day Passes to the Groveport Recreation Center or Groveport Aquatic Center
 - (3) Large 1-topping Pizzas (Flyer's Pizza & Subs)
 - (4) Two-Liters of Soda (7-Up Products)
 - (1) Ice Cream Sheet Cake (Dairy Queen)
 - (1) 90-minute party room use (including tables & chairs)
 - (1) Disposable paper cups, plastic ware & napkins
 - (1) One T-Shirt for Birthday Boy or Girl
 - (1) Happy Birthday message on our digital marquee on the day of your party
 - (4) Day Passes to be used at a later date (mailed to Birthday Party Boy/Girl with Thank You Letter)
3. DEPOSIT – User agrees to complete Deposit Verification Form. I hereby authorize the City of Groveport to charge the attached credit card for: (1). Any damages to the room and/or facility. (2). Additional food ordered (after the initial order). (3). Failure to return the party tote (including knife & spatula) valued at \$20. (4). Any additional day passes needed for extra party guests.
4. ADDITIONAL FOOD – User may purchase additional food/beverages through the COG provided that the order is received and confirmed by the COG no later than 48 hours for weekday parties and no later than noon on Thursday for weekend parties. Payment is due at the time of additional food order.
5. ADDITIONAL GIFT ITEMS – In the event that you are celebrating more than one child's birthday, additional shirts may be purchased for \$10 (if supplies are available).
6. DISCLAIMER - All birthday parties, along with associated room/facility uses are subject to User and User shall hereby lease from the COG the use of the agreed upon facility (specific area), on specified date and time. The COG assumes no responsibility for the manner in which the User utilizes the facility. Any activities taking part during the time period covered by this agreement shall be under the sole direct supervision and control of the User or its designated officers, agents, employees, members, guests, patrons or employees. COG assumes no responsibility for the manner in which activities are conducted. However, COG may cease activities for any just cause, especially if there is potential for injury to the general public or damage to the facility.
7. RESERVATIONS - Reservations must be made at least 72-hours in advance and are accepted on a first-come first-served basis. Reservations may not be made any sooner than six months in advance of the requested date.
8. CAPACITY – Due to the popularity of the Groveport Aquatic Center, there may be times (although rare) when the facility fills to capacity. As a result, the City cannot guarantee that your group will be able to access the outdoor water park on the day of your party. We realize that this is an inconvenience, but the SAFETY of our patrons and staff is our primary concern. If the outdoor water park fills to capacity and your group was NOT able to gain access, your group will have two options to choose from. 1). Use your Groveport Aquatic Center Day Passes at the Groveport Recreation Center OR 2). Keep your Groveport Aquatic Center Day Passes and use them on another day. These passes can be distributed to all of the members in your party and do not expire. In addition, the City will provide you will provide each member of your group with a Groveport Recreation Day Pass for the inconvenience. The User (Group Leader) is responsible for picking up those passes at the front desk of the Groveport Recreation Center.
9. OCCUPYING AND ROOM SET UP - Upon arriving, User shall meet with COG Manager-On-Duty and/or Facility Supervisor to make an inspection of the room and note any current irregularities and damages. At the end of the room use, User and COG Manager-On-Duty and/or Facility Supervisor will make another inspection of the room and note any new irregularities and damages. Only non-marking tape may be used to hang decorations. The decorations and tape must be removed at the end of the party. **The room may not be occupied until the posted time on the Contract.** The room must also be vacated at the posted time on the Contract. Please schedule time for room set up and clean up, if necessary. User will be charged a minimum of 1-full hour (at going rate) for additional time used. COG will set up all tables and chairs in specified room. User may rearrange the tables and chairs as desired. COG retains the right to change room assignments if necessary. This reservation **only** gives User the sole right to utilize the particular room/facility area during the time stated. **All other areas of the facility are open and available to the general public.**
10. ROCK CLIMBING WALL AND INDOOR POOL - Hours for the rock climbing wall & indoor pool are not the same as the facility. User may utilize the indoor pool only during General Swimming sessions. User is responsible for securing the rock climbing wall and indoor pool schedule. NOTE: This only pertains to Groveport Recreation Center parties.
11. GYM - The gyms have varying schedules for different age groups. NOTE: This only pertains to Groveport Recreation Center parties.
12. INDOOR POOL – In the event that the indoor or outdoor pool closes for longer than 2 hours due to an unforeseen circumstance (i.e., pool water contamination, lightning in the area, etc.) after the arrival of User to the facility, and the User decides to leave the facility, User will be afforded complimentary day passes for all persons attending the party. Day passes can be used at a later date. NOTE: This only pertains to Groveport Recreation Center parties.
13. **BALLOONS - Helium balloons are NOT permitted in the facility.**
14. BEVERAGES & FOOD – All food and beverages will be ordered by the Groveport Recreation Department. All food and drink will come from the COG's selected vendor(s). Due to arrangements with vendors, outside food and drink are NOT permitted for Birthday Parties. Exception: User may choose to bring his/her own snacks (such as chips, crackers, pretzels, etc.), bottled water, birthday cake and ice cream to the facility.
15. ADDITIONAL CHARGES - Based on the time and size of the rental, COG may require additional staff to be scheduled. User will be charged according to rates established by COG. At the discretion of COG, User may be required to pay COG provided Special Duty Police Officers at the hourly rate established by the Groveport Police Department for additional security.
16. DISMISSAL - COG reserves the right to dismiss any participant from the facility for criminal and/or unruly conduct or failure to observe rules & regulations.
17. INHERENT RISKS - User and User's participants shall assume all inherent risks at recreation center and outdoor water park.

18. **LIABILITY** - User agrees to indemnify and hold COG harmless from and shall reimburse it for, any and all losses, costs and expenses arising out of any liability, or claim of liability for injury or damages to persons or property sustained by anyone, by reason of User's utilization of the facility under this Contract, or by any act or omission of User or any of its officers, agents, employees, members, guests, patrons, or invitees and User shall pay any and all damages to the property of COG or for loss or theft of such property, done or caused by such persons.
19. **INSPECTION** - User is responsible for inspecting the facility before its use and is responsible for making its participants aware of any existing hazards.
20. **BANNED SUBSTANCES** - User agrees that no alcoholic beverages, drugs, or other banned substances of any kind will be used in or on the premises. User understands that any violation of this rule shall give the COG the right to terminate this Contract without penalty to the COG and permanently bar User from or any member or guest of the User from the premises.
21. **CLEAN UP** - User will clean up all debris and will dispose of in trash receptacle. User may be charged for any excessive clean-up necessary due to User's rental of the facility.
22. **FACILITY RULES** - User agrees to abide by all facility rules, and to make his/her guests aware of the facility rules. User is responsible for securing a copy of the facility rules. Rules can also be viewed on our website (www.groveportrec.com). Please note that there are separate rules for the Groveport Recreation Center and Groveport Aquatic Center.
23. **LOST OR STOLEN ARTICLES** - COG assumes no responsibility whatsoever, for any lost or stolen property. The COG highly recommends that you lock your items in a locked locker or secure your items in the truck of a locked vehicle.
24. **RIGHT TO CONTROL** - It is understood that COG reserves the right to control and manage the premises and to enforce all necessary and proper rules for the management and operation of the premises. COG employees or other authorized representatives may enter and exercise their authority at the premises at any time. COG also reserves the right, but not the duty, through its employees and representatives to eject any objectionable person or persons from the premises and User hereby waives any and all claims for damages against COG or any of its representatives resulting from the exercise of this authority.
25. **CANCELLATION BY COG** - COG reserves the right to cancel any scheduled usages time for any reason including but not limited to equipment failure. In the event of such cancellation, a mutually satisfactory later time and date will be substituted for the canceled time whenever possible. Furthermore, COG is not responsible for any consequential damages related to the cancellation of the contracted time.
26. **INCLEMENT WEATHER** – Provided that we have (24) hours-notice, we can reschedule the party to another date due to inclement weather. However, your ice cream cake will need to be picked up at the Groveport Recreation Center. Additional cake for new/rescheduled date is not included in the price. COG will not cancel a party due to inclement weather. If User has arrived at the facility and "bad weather" occurs and the Groveport Aquatic Center is "closed" or is "temporarily closed", the User may either (1). use the reserved room for eating & opening gifts and utilize the Groveport Recreation Center (provided available) in exchange for Groveport Aquatic Center Day Passes or (2). use the reserved room for eating & opening gifts, and retain your Groveport Aquatic Center Day Passes for use on another day. If you enter the Groveport Aquatic Center and "bad weather" occurs within 2-hours of your entry, User will be issued a Rain Check good for another day.
27. **CANCELLATION BY USER** - User must give the COG at least a 72-hour notice in order to cancel a reservation. All cancellations will be communicated through the Recreation Director or his designee in writing. Failure to cancel will result in loss of any refund.
28. **AMENDMENTS** - This Contract cannot be modified in any way except by a written document signed by both parties.
29. **GOVERNING LAW** - This agreement shall be governed by the laws of the State of Ohio both as to interpretation and performance.
30. **SEVERABILITY**- If any provision of this Contract is determined to be unenforceable or invalid, the remaining provisions of this Contract shall not be affected thereby and shall remain in full force and effect.
31. **FORCE MAJEURE** - Neither party shall be liable for any damages, resulting from the elements, acts of God, or any other cause beyond the reasonable control of the parties.
32. **SPECIAL CIRCUMSTANCES** - COG retains the right to change room/facility area assignments based on scheduling conflicts and/or any other conflicts.
33. **QUESTIONS**: Please email questions to jcard@groveport.org.
34. **ENTIRE AGREEMENT** - This document (including the attached exhibits) constitute the entire Contract between the parties and supersedes all previous communications, representations, understandings whether oral or written, between the parties.

I hereby acknowledge that I have read and fully understand the above terms and conditions. I understand that it is my duty to read this contract and communicate facility rules to our guests prior to their arrival at the facility. I understand that any information provided may be subject to disclosure under Ohio Records Law.

User:

By: _____
 Authorized User Date

Groveport Rec. Dept.
 Staff Processing: _____

City of Groveport:

By: _____
 Customer Service Coordinator or designee Date

By: _____
 Recreation Director Date
 * not valid unless signed by Director or authorized designee

User: Please request a copy of your contract, along with a copy of the facility rules for either the Groveport Recreation Center or Groveport Aquatic Center.

Groveport Recreation Department
STANDARD BIRTHDAY PARTY PACKAGE
FOOD ORDER FORM

Name of User: _____
(Last) (First) (Middle Initial)

Your package includes the following. Please check appropriate boxes.

FOOD: (3) 15" 1-Topping Pizza Pies from Flyer's Pizza & Subs

- | | | |
|-----------------------|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 1 st Pizza | <input type="checkbox"/> Extra Cheese OR
<input type="checkbox"/> Pepperoni | How would you like the pizzas cut?
Please check appropriate box.
<input type="checkbox"/> Squares
<input type="checkbox"/> Pie Cut |
| 2 nd Pizza | <input type="checkbox"/> Extra Cheese OR
<input type="checkbox"/> Pepperoni | |
| 3 rd Pizza | <input type="checkbox"/> Extra Cheese OR
<input type="checkbox"/> Pepperoni | |

SHEET CAKE: (1) Ice Cream Cake from Dairy Queen

- | | |
|---------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Hello Kitty | <input type="checkbox"/> Princess |
| <input type="checkbox"/> Bubble Letters | <input type="checkbox"/> Sponge Bob |
| <input type="checkbox"/> My Little Pony | <input type="checkbox"/> Mickey Mouse |
| <input type="checkbox"/> Batman | <input type="checkbox"/> Despicable Me |
| <input type="checkbox"/> Balloons | <input type="checkbox"/> Flowers |
| <input type="checkbox"/> Happy Birthday Boy | <input type="checkbox"/> Happy Birthday Girl |

Message on Cake: _____

SOFT DRINKS: Please select a total of 4 (2-Liter Bottles)

- | | | | |
|-------|-----------------|-------|----------------|
| Qty. | Type | Qty. | Type |
| _____ | RC Cola | _____ | Sunkist Orange |
| _____ | Welch's Grape | _____ | 7-Up |
| _____ | A & W Root Beer | _____ | Hawaiian Punch |
| _____ | Diet Rite | | |

Groveport Recreation Department
BIRTHDAY PARTY PACKAGE
ADDITIONAL FOOD ORDER

**Only complete if you would like to order food and/or drinks
in addition to the items already included in the Birthday Party Package.**

Name of User (First & Last Name): _____

REGULAR PIZZA

Qty.	Item	Size	Cost/Pizza	Subtotal
	Cheese	15"	\$10.00	
	Extra Cheese	15"	\$10.00	
	Pepperoni & Cheese	15"	\$10.00	
	Sausage & Cheese	15"	\$10.00	
	Ham & Cheese	15"	\$10.00	
	Mushroom & Cheese	15"	\$10.00	
	Pepperoni, Mushroom & Cheese	15"	\$11.75	
	Pepperoni, Sausage & Cheese	15"	\$11.75	
	Pepperoni, Bacon & Cheese	15"	\$11.75	

SPECIALTY PIZZA

Qty.	Items	Size	Cost/Pizza	Subtotal
	Bomber	15"	\$21.59	
	BBQ Chicken	15"	\$18.39	
	Chicken Garlic Supreme	15"	\$18.39	
	Southwestern	15"	\$18.39	
	Meatza	15"	\$18.39	
	Old World Pepperoni	15"	\$15.39	
	Garden	15"	\$17.59	
	Extra Sauce		\$1.00	
	Gluten Free (additional toppings \$1.19/item).	12"	Call for pricing	

SUBS

Qty.	Items	Size	Cost/Sub	Subtotal
	Italian	12"	\$8.49	
	Ham & Cheese	12"	\$8.49	
	Turkey	12"	\$8.49	
	Meatball	12"	\$9.99	
	Club	12"	\$9.99	
	Nightmare	12"	\$14.99	

SALADS

Qty.	Items	Size	Cost/Salad	Subtotal
	Spring Salad (individual side)		\$5.00	
	Spring Salad (dinner portion)		\$7.00	
	Spring Salad (feeds 15 – 20)		\$25.00	
	Spring Salad (feeds 30 – 35)		\$45.00	
	Chef Salad (individual side)		\$6.50	
	Chef Salad (dinner portion)		\$9.75	
	Chef Salad (feeds 15 – 20)		\$31.25	
	Chef Salad (feeds 30 – 35)		\$52.50	
	Cobb Salad (dinner portion)		\$10.00	

SALAD DRESSINGS

- Ranch
- French
- Italian
- Light Italian
- Blue Cheese
- Balsamic Vinaigrette

Groveport Recreation Department
BIRTHDAY PARTY PACKAGE
ADDITIONAL FOOD ORDER

Name of User (First & Last Name): _____

OTHER

Qty.	Items	Qty.	Cost/Item	Subtotal
	7" Cheesy Bread Stix	3	\$3.59	
	7" Plain Bread Stix w/ Sauce	4	\$3.29	
	7" Plain Bread Stix w/ Sauce	10	\$8.00	
	9" Garlic Bread w/ sauce		\$3.59	
	9" Three Cheese Garlic Bread		\$3.69	
	Chips (1/2 pan)		\$8.00	
	Chocolate Chip Cookies	20	\$12.00	

BIRTHDAY PARTY CAKE

Qty.	Items	Size	Cost	Subtotal
	Round Ice Cream Cake	8"	\$20.00	
	Round Ice Cream Cake	10"	\$22.00	
	Sheet Ice Cream Cake		\$27.00	

SOFT DRINKS

Qty.	Items	Size	Cost	Subtotal
	RC Cola	2 Liter	\$2.00	
	7-Up	2 Liter	\$2.00	
	A & W Root Beer	2 Liter	\$2.00	
	Diet Rite	2 Liter	\$2.00	
	Welch's Grape	2 Liter	\$2.00	
	Sunkist Orange	2 Liter	\$2.00	
	Hawaiian Punch	2 Liter	\$2.00	

TOTAL: \$ _____

Groveport Recreation Dept.
Birthday Party Package
Reservation Application & Contract

Deposit Verification Form

Name of User: _____
(First) (Last) (Middle Initial)

I hereby authorize the City of Groveport to charge the below credit card for:

1. Any damages to the room and/or facility.
2. Additional food ordered (after the initial order).
3. Failure to return the party tote (including knife & spatula), valued at \$20.
4. Any additional day passes needed for extra party guests.

CREDIT CARD ACCOUNT (CIRCLE ONE):

VISA

MASTERCARD

Card #: _____ - _____ - _____ - _____ Expiration Date: _____

Printed Name of Card Holder: _____

Signature of Card Holder: _____ Date: _____

CVV: _____ (3 digit number on back of card)

FOR STAFF USE ONLY:

My initials below signify that I have verified that the above credit card information is correct.

Staff Initials: _____