

**HAMILTON CENTER BIRTHDAY PARTY RENTAL**

Today's Date \_\_\_\_\_ Taken by: \_\_\_\_\_  
 Date Requested \_\_\_\_\_ # People \_\_\_\_\_ Type of Party \_\_\_\_\_  
 Ice Time \_\_\_\_\_ Room Time \_\_\_\_\_ Room \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
 Birthday Child's Name \_\_\_\_\_ Age: \_\_\_\_\_ T-shirt Size \_\_\_\_\_  
 Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

	<u>Base Fee</u>	<u>Each Additional Hour</u>	
		<u>Ice</u>	<u>Room</u>
<b><u>THE GOLD PARTY</u></b>	\$115	\$91	\$20
<b><u>THE SILVER PARTY</u></b>	\$105	NA	\$15
<b><u>THE PRINCESS PARTY</u></b>	\$175	\$91	\$20
<b><u>THE SUPER HERO PARTY</u></b>	\$175	\$91	\$20

\$ _____	<b>Base Party Price</b>
\$ _____	_____ <b>Additional Hrs</b>
<hr/>	
\$ _____	<b>Sub-Total</b>
\$ _____	<b>7% Sales Tax</b>
<hr/>	
\$ _____	<b>Total</b>
<hr/>	
\$ _____	<b>50 % Deposit Due</b>
<hr/>	
\$ _____	<b>Balance Due</b>

**Add-Ons:**

Additional Skaters	_____ @ \$5.00 each _____
Skooter Rental	_____ @ \$2.00 each _____
Princess Cupcake Cake	_____ @ \$25.00each _____
Superhero Cupcake Cake	_____ @ \$25.00each _____
Princess Cake	_____ @ \$30.00each _____
Superhero Cake	_____ @ \$30.00each _____

50% of total balance due at time of rental to secure date and time. Additional items based on day of rental will be added when balance is paid.

**TOTAL:** \_\_\_\_\_

\*add ons are added day of party to the total.

**Party Descriptions:**

**The Gold Party:** This party is held in the Miller-Tangeman Room, located near our Hashman Terrace. The Gold Party includes tables and chairs to accommodate your party, one hour in the room, and one hour on the small ice for 10 skaters. (These are consecutive times).

**The Silver Party:** This party is held in the Event Room located next to the large ice. The Silver Party includes tables and chairs to accommodate your party, one hour in the event room and admission to Public Session for 10 skaters. (These are consecutive times).

**The Princess:** This party is held in the Miller-Tangeman Room, located near our Hashman Terrace. The Princess Party includes our room for an hour, the small ice for one hour, and 2 princesses that will have tea and skate with the party guests. The party also includes paper products (cups, plates, napkins), Drinks (tea & lemonade), and a craft, for 10 princesses.

**Super Hero Party:** This party is held in the Miller-Tangeman Room, located near our Hashman Terrace. The Super Hero Party includes our room for an hour, the small ice for one hour, and a party coordinator that will help with the party and skate with the party guests. The party also includes paper products (cups, plates, napkins), and a craft for 10 super heroes.

**Note: There are additional add-ons for each of the parties above, refer to section "Add-Ons".**

1. Set-up and removal of tables and chairs is done by park department staff. Note: Renters may be able to decorate a minimum of 15 minutes prior to the actual room portion of your party.
2. Renters are required to vacate the party room and the ice time at the designated completion of their of their rental. A fee may be assessed for any additional time the room/ice is occupied over the allotted time.
3. Persons renting the facility may have a pitch-in event or a catered event using a caterer of their choosing. Catered events must adhere to the Kitchen Rules/Procedures policy for catered functions. (See number 6).
4. It is understood that any damage to facilities or equipment, which might occur as a result of this usage will be the responsibility of the user to restore to owner's satisfaction.
5. Decorating must be limited to table top only. No tape, nails, push pins, or otherwise to be used to hang any objects. All balloons must be anchored to tables, no free floating balloons. Additional decorations, other than table top, must have prior approval of the HC Program Coordinator.
6. The kitchen is only to be used for the refrigerator, ice machine, sinks and counter space if available. **NO FOOD PREPERATION IS PERMITTED.**
7. Hamilton Center is a non-smoking facility.
8. A deposit of one-half of the room fee is due at the Parks and Recreation office at Hamilton Center within 10 days of confirming room reservation or reservation will be void. If the event is cancelled 30 days prior to the scheduled event then the deposit would be refunded, within 15 days of the event 1/2 of the deposit would be refunded. No refund of the deposit would be given if notice is less than 15 days. All refunds are subject to a \$5 processing fee.
9. **Indiana sales tax will be collected on all rentals.** (If you are exempt from collection of Indiana Sales Tax you must provide a completed exemption certificate to us for our records.)

**Renter's Signature:** \_\_\_\_\_

**Deposit paid \$** \_\_\_\_\_ **Date Pd.** \_\_\_\_\_ **Check** \_\_\_\_\_ **Cash** \_\_\_\_\_ **Charge** \_\_\_\_\_ **Received by** \_\_\_\_\_

**Balance Due \$** \_\_\_\_\_ **Date Due** \_\_\_\_\_ **Additional charges due day of party \$** \_\_\_\_\_

**Balance Paid \$** \_\_\_\_\_ **Date Pd.** \_\_\_\_\_ **Check** \_\_\_\_\_ **Cash** \_\_\_\_\_ **Charge** \_\_\_\_\_ **Received by** \_\_\_\_\_

**HC Program Coordinator Signature** \_\_\_\_\_ **Contact Date** \_\_\_\_\_ **Approval Date** \_\_\_\_\_

*Contract only valid with HC Program Coordinator approval: HC Program Coordinator will contact Renter to verify rental details*