



RARA 500 E. Second Street, Rochester, MI 48307

Party Planner: 947-886-0084 - [lyndsey@rararecreation.org](mailto:lyndsey@rararecreation.org) (Email is quickest method of contact)

Please note that I can no longer receive text messages.

### 2022 PARTY RESERVATION APPLICATION - PARTY ROOM ONLY

A party is not confirmed until both this form and payment in full is received;

Reservations are accepted up to seven days prior to the party.

Parent/Guardian Legal Name:		Occasion:	
Address:	City:		Zip:
Phone:	Guest Count: ___ Children ___ Adults		
Email:	___ Resident ___ Non resident (\$20 Fee)		
<b>The cost of one party room at RARA begins at \$90 for the first hour and \$75 for any hour after that.</b>			
You will be allotted 30 minutes directly before your rental reservation time and will have 30 minutes after for clean up. Please indicate below the usage time, <b>not including clean up and set up.</b>			
Reservation Date: _____	Start Time: _____	AM/PM End Time: _____	AM/PM
<b>Refund/Cancellation Policy:</b> Full refunds will be issued for parties cancelled at least 1 week from the scheduled party. 1/2 Refunds are available up to 48 hours before the party. We cannot refund any credit card service charges. Payment is expected IN FULL at booking.			

**Please indicate which Party Room will best suit your guest count (both party rooms have a fridge):**

Messy Room (can accommodate about 50 people) \_\_\_

Wright Room (can accommodate about 75 people) \_\_\_ (\$30 upcharge)

**Would you like RARA to provide white plastic tablecloths?** \_\_\_ Yes \_\_\_ No

**Do you have any additional requests?** The party planner will try their best to accommodate and will contact to discuss:

**PAYMENT:**

TOTAL price as approved and discussed with Party Planner: \$ \_\_\_\_\_

Payment method: \_\_\_ Credit card (2.5% convenience fee) \_\_\_ Cash \_\_\_ Check



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**GENERAL PARTY RULES AND INFORMATION TO REVIEW:**

- Parties are booked on a first come first serve basis and are scheduled upon availability.
- Guests must adhere to state guidelines of COVID-19.
- Guests are not welcome to attend a party at RARA if any symptoms of illness are present.
- A reservation is confirmed upon completion of the application and receipt of payment in full and this form.
- The person booking the party must be present until the last guest is picked up.
- Any personal belongings including gifts, cakes, decorations, or party favors must be cleaned after its designated/scheduled time is completed.
- You may only decorate the party room with green tape provided by RARA - no other tapes may be used.
- RARA and its representatives are not responsible for any lost or stolen property.
- You may set up the party room 30 minutes in advance and clean up the party room for up to 30 minutes after the party.
- You will have assistance from a RARA Party Host with set up, clean up, and to help throughout your party.
- You will be charged for any damage or excessive clean up caused by your party to any room and/or any equipment.
- You are responsible for adhering to all RARA's facility rules and relaying rules to your guests.
- No alcoholic beverages are allowed.

**Indemnity Agreement:**

I have received, read, understood, and agree to comply with RARA's rules and regulations regarding the use of the facility and equipment. I hereby fully release and discharge the Rochester Avon Recreation Authority, its officers, agents, and 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 listed event in the Rochester Avon Recreation Authority facility.

I further understand that Rochester Avon Recreation Authority makes no guarantees as to the condition of the facilities or the equipment covered by this application and the applicants and his/her guests will be using the facility at their own risk.

**Applicant's signature below will indicate acceptance of the Indemnity Agreement and general party rules.**

**Reservation Applicant's Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_