



## PARTY RESERVATION APPLICATION

RARA, 500 E. Second Street, Rochester MI, 48307

Main Office: 248-656-8308 Party Planner: 248-601-4041

Parent/Guardian Legal Name:		Occasion:	
Address:		City:	Zip:
Phone:		Guest Count: _____ Children	_____ Adults
Email:		_____ Resident _____ Non resident (\$20 Fee)	
<b>TWO HOUR PACKAGE (\$200): Party Room &amp; Choose 1:</b> ___ Playscape ___ Field House ___ Dance ___ Basketball Court			
<b>THREE HOUR PACKAGE (\$300): Party Room &amp; Choose 1:</b> ___ Playscape ___ Fieldhouse ___ Dance ___ Basketball Court			
If reserving the fieldhouse, are you also reserving the inflatable (\$105 with 2 hour package, \$145 with 3 hour package)? Y/N			
You may set up the party room <b>approximately 30 minutes</b> before your rental reservation time.			
Reservation Date: _____		Start Time: _____	AM/PM End Time: _____ AM/PM
<b>Refund/Cancellation Policy:</b> Full refunds are will be issued for parties cancelled at least 1 week from the scheduled party. This includes parties that are scheduled within 7 days of scheduled party. ½ Refunds are available up to 72 hours before the party. We cannot refund any credit card service charges. Payment is expected IN FULL at booking.			

1. Party Reservation rate for rooms and use of facility as confirmed with applicant and party planner: TOTAL: \$ \_\_\_\_\_
2. Payment method: \_\_\_ Credit card \_\_\_ Cash \_\_\_ Check

### GENERAL PARTY RULES AND INFORMATION:

1. Parties are booked on a first come first serve basis and are scheduled upon availability.
2. A reservation is confirmed upon completion of the application and receipt of payment.
3. Any personal belongings including gifts, cakes, decorations, or party favors must be cleaned from the room after its designated/scheduled time is completed.
4. RARA or its representatives are not responsible for any lost or stolen property.
5. 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.
6. Outside food and decorations are permitted in the party room. You will be charged for any damage or excessive clean up caused by your party.
7. There is to be NO scotch tape used for party decorations, we will provide special tape used for decorations.
8. Athletic shoes must be worn while using the indoor turf area, no open toed shoes, sandals, or bare feet are permitted on the field. You are responsible for informing your guests.
9. Socks must be worn on the indoor playground area and dance rooms. You are responsible for informing your guests.
10. You are responsible for adhering to all RARA's facility rules.
11. No alcoholic beverages are allowed in the facility.

**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**

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

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

Party Planner Approval and Confirmation:

Date Confirmed:

Date of Payment: