



# Party Reservation Application

RARA, 500 E. 2nd Street, Rochester, Michigan 48307  
 Office: 248-656-8308 Fax: 248-656-1502

|   |  |   |      |
|---|--|---|------|
| Parents/Legal Guardian Name:  |  | Guest of Honor Name/ occasion being celebrated :                        |      |
| Address:  |  | City:   | Zip: |
| Home Phone:   |  | Cell Phone:   |      |
| Email Address:  | Approximate Guest Count: _____ Adults _____ Kids | <input type="checkbox"/> RESIDENT <input type="checkbox"/> NON-RESIDENT |      |
| <b>Two Hour Package Times Requested:</b> _____ Party Room + <b>you may choose 1</b> <input type="checkbox"/> Indoor Playground <input type="checkbox"/> Indoor Turf <input type="checkbox"/> Dance Room   |  |   |      |
| <b>Three Hour Package Times Requested:</b> _____ Party Room+ <b>you may choose 1</b> <input type="checkbox"/> Indoor Playground <input type="checkbox"/> Indoor Turf <input type="checkbox"/> Dance Room  |  |   |      |
| You may set up the party room <b>approximately 15 minutes before</b> your rental reservation time. <b>ABSOLUTELY NO EARLIER.</b>  |  |   |      |
| Reservation Date: _____ Day: _____ Start Time: _____ : _____ am pm End Time: _____ : _____ am pm  |  |   |      |
| <b>Refund/Cancellation Policy</b> Refunds will not be issued for parties cancelled within seven days of the scheduled party. This will include parties that are booked within 7 days of the scheduled party. A \$60 service charge will be deducted from all refunds. Payment is expected in full at the time the reservation is booked with RARA staff. Registered Credit Card will be charged \$2 and kept on file for any damages that occur during and/or as a result of the party. |  |   |      |

1. Party Reservation rate for rooms and use of facility as confirmed with the applicant ..... **TOTAL \$** \_\_\_\_\_

Payment in full is due at the time of the booking: Payment Method: \_\_\_Cash \_\_\_Credit Card \_\_\_Check

Staff Initials completing the reservation \_\_\_\_\_ Host confirmed  \_\_\_\_\_ Room availability confirmed

### General Rules & Party Information

- \_\_\_ 1. Parties are booked on a first come first serve basis and are scheduled based upon availability.
- \_\_\_ 2. A reservation is confirmed upon completion of the application and full receipt of payment.
- \_\_\_ 3. Any personal belongings including gifts, cakes, decorations or party favors must be cleared from any room after its designated and scheduled time.
- \_\_\_ 4. RARA or its representatives are not responsible for any lost, stolen or damaged property.
- \_\_\_ 5. You may set up the party room approximately 15 minutes before your rental time. **ABSOLUTELY NO EARLIER.**
- \_\_\_ 6. Outside food and decorations are permitted. Please remember when choosing food and decorations for your celebration that you will be charged for any damage or excessive clean-up caused by your party.
- \_\_\_ 7. 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.
- \_\_\_ 8. Socks must be worn to use the indoor playground area and dance rooms You are responsible for informing your guests.
- \_\_\_ 9. You are responsible for adhering to all RARA's facility rules.
- \_\_\_ 10 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: \_\_\_\_\_

Reservation # \_\_\_\_\_