



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# PARTY WITH US!

## BIRTHDAY PARTY RESERVATION FORM

Member #: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of Birthday Child\*: \_\_\_\_\_ Age child will be on birthday: \_\_\_\_\_

Member  Non-Member

**\*Please Read & Sign Agreement on Back Side**

**Pool Party:**

- \$125 Member\*
- \$200 Non Member

**After Hours Pool Party:**

- \$200 Member\*
- \$300 Non Member

**Additional Options:**

- ½ Hour Extra Swim Time: \$50

- **Full payment is due at the time of booking.** If party is canceled within 30 days of party date, purchaser will receive full refund. If party is canceled less than 30 days of reserved date, purchaser will receive 50% refund.
- To receive YMCA member discount, the child/youth whom the party is reserved for must be a **valid YMCA membership.**
- Pool Parties are not private; there may be YMCA members in the pool during the party, unless a private VIP (after hours) party is reserved.
- Paper products/food are not included & all food and drink must remain in party room.
- Parties are structured to include **one-hour in the party room, and one-hour in the pool (in that order).**
- Adult party responsible for reservation must dispose of trash in the designated trash cans. Party area will be checked by YMCA staff.
- Party must be booked 2 weeks (14 days) in advance of party date to allow for appropriate staffing.

**If you have any questions, contact:**

**Tori Glover at <mailto:tglover@ymcachattanooga.org>**

**STAFF USE ONLY:**

Staff's Name: \_\_\_\_\_ Booking Date: \_\_\_\_\_

Party Date: \_\_\_\_\_ Deposit Date: \_\_\_\_\_

Party Time: \_\_\_\_\_ Deposit Paid: \$ \_\_\_\_\_

# Birthday Party Agreement

## General Policies

- To receive the membership discount, the Birthday Child must be on a valid YMCA Membership.
- Each party includes access to a private birthday party room for 2 hours. Extra time will not be provided unless previously discussed during the party booking.
- The Downtown Family YMCA will provide you an event staff member to assist with room set up and take down and assist you with needs you may have during the party. The event staff will be monitoring the party for party patron safety and rule compliance. If there is a need for more tables or chairs, please notify the event staff upon the day of the party (extra chairs and tables may not match). Food, decorations, and paper products are not included.
- Absolutely no glitter or confetti should be used as decoration. There will be a cleaning fee of \$25 charged to the party hosts' account if glitter or confetti are used.
- All food should stay in the party room. This includes goody bags and snacks. There will be a cleaning fee of \$25 charged to the party hosts' account if food is found anywhere outside of the party room.
- The party includes up to 25 children, excluding the birthday child. If over 25 children, there will be an additional \$25 fee to the party. Over 50 children will be an additional \$5 per child.
- The YMCA is not responsible for lost or stolen articles or any injuries incurred while the group is at the YMCA. Parents/Guardians are responsible for the actions and conduct of the group.
- The party room may be accessed 20 minutes prior to the start time of the party for set up.
- All participants must be out of the facility within 10 minutes after scheduled party. It can be expected that the event staff will be cleaning up for the next party during this time.
- If party participants are not out of the facility within the allotted 10 minute time period, there will be a penalty fee of \$25 every 15 minutes.
- Parties are designed to have 1 hour in the Party Room where food can be set up and presents can be exchanged & 1 hour in the pool.

## Pool Parties

- At the YMCA all swimmers 13 and under must take a swim test. Swimmers who do not pass or decline to take the test may swim in the shallow area of the pool with a US Coast Guard-Approved life jacket and any other conditions of the Downtown Family YMCA Aquatics Department.
- Pool Parties are NOT private; there may be Y patrons in the Pool during the party.
- Pool toys are not provided, but may be brought to play with.

## Booking and Cancellation Policies

- All party dates are tentative until the deposit and registration form have been received.
- Full payment is required upon booking party.
- Charges for additional guests is required within 2 weeks of the party date.
- Cancellations must be made 30 days prior to the scheduled date of the birthday party. Refunds will be given with approval by the Birthday Party Coordinator through a YMCA credit or a check through the mail.
- Cancellations made less than 30 days to the event date will only receive a 50% refund, except in the case of personal emergencies evaluated by the staff.

By signing this agreement, all signatories acknowledge that they have read and understood, and agree to be bound by, the terms and conditions as outlined in the agreement.

Signature \_\_\_\_\_

Date: \_\_\_\_\_