



# Troy Community Center Birthday Party Reservation Form

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### PARTY BASICS: All birthday party packages include the following:

- 12 Invitations
- Private Party Room
- Party leader
- Two XL Round Pizzas
- Two-2 Liters of Pop
- Tablecloth
- Happy Birthday Centerpiece
- Set up and Clean up
- Paper goods for kids for pizza

## STEP 1: Basic Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Alt. Phone (required): \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Girl:  Boy:  Age on Birthday: \_\_\_\_\_

Name of Birthday Child: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Estimated number of kids: \_\_\_\_\_

Choice of 2 extra large pizzas with one topping (12 slices):  Cheese  Meat \_\_\_\_\_  Veggie \_\_\_\_\_

Choice of 2 2-liter beverages:  Coke  Diet Coke  Sprite  Lemonade  Apple Juice

Child's Favorite Color:  Red  Green  Blue  Light Blue  Yellow  Purple  Pink

## STEP 2: Choose a day and time

Saturday, 11:30 am–2 pm

*Pool or Critter only–no sports*

Saturday, 1–3:30 pm

Saturday, 2:30–5 pm

Sunday, 1–3:30 pm

Sunday, 2:30–5 pm

*Pool or Critter only–no sports*

## STEP 3: Choose a package (Each package starts for 12 kids)

### CRITTER PARTY

*Ages 5+,  
12 kids/  
Max 20*

**PLEASE CHECK ONE:**  \$135 pass holder  \$145 Residents  \$155 Non-Residents

**Additional child:** \$12/PH, \$13/Res, \$14/NR. **Includes:** Party basics.

*Live animal show with Dan the Creature Man is in addition to the above fees, and is arranged by staff.*

*Requires 2 week minimum notice.*

**PLEASE CHECK ONE:**  Creature Feature: General Intro to animal world, ages 5+, 50 min, **\$225**

Herpetology: Science of cold-blooded reptiles and amphibians, ages 7+, 50–60 min, **\$225**

Cute and Cuddlies: Great for ages 5+, 40 min, **\$200**

Creepy Crawlies: Entomology/Bug Science, ages 5+, 35 min, **\$200**

### POOL PARTY

*All Ages  
12 kids/Max 20 over 6 yrs*

**PLEASE CHECK ONE:**  \$235 pass holder  \$245 Residents  \$255 Non-Residents

**Additional child:** \$14/PH, \$15/Res, \$16/NR.

**Includes:** Party basics plus 90 minutes of swim time.

### SPORTS PARTY

*Ages 6–10,  
12 kids/  
Max 20 kids*

**PLEASE CHECK ONE:**  \$255 pass holder  \$265 Residents  \$275 Non-Residents

**Additional child:** \$14/PH, \$15/Res, \$16/NR. **Includes:** Party basics plus a special Gym Leader.

**OPTIONAL:**  Add a Bounce House! **\$70**

**Choice of Activities: (Please pick 3; if adding bounce house, pick 2)**

Soccer  Basketball  Kickball  Dodgeball  Floor Hockey  Flag Football

An energized game of the chosen activity will be played, and adjusted to meet all abilities to ensure fun for everyone.

**PLEASE TURN TO BACK SIDE FOR PARTY INFORMATION AND GUIDELINES, AND PAYMENT**

### For office use only:

HH#

DOE:

ROOM:

#KIDS:

#ADULTS:

Notes:

## PARTY INFORMATION AND GUIDELINES

In order to insure a great party experience for all, we ask that you please be aware of the following party guidelines. Parties are booked on a first-come, first served basis and full package payment is due at the time of reservation. All parties must be booked with a minimum of a two-week notice.

### GENERAL

**Attendance:** All packages are paid for 12 kids. You may have up to 20 kids, but there is a fee per child after 12 kids. Maximum number includes birthday child; see additional participant fees on front. Rooms accommodate a max of 50 people. Please note that if over the max the day of the party, you may be required to pay an upcharge of \$200 to move party to a banquet room.

**Party Length:** 2.5 hours, which includes travel time to and from gym, locker room, and pool. Event is first and all parties end in the Birthday Room. (Critter Party show is only one hour; guests may bring activities to fill the extra 1.5 hours in party room). Guest must arrive on time, as events begin promptly. Extra time in the room is possible at \$95/hour. **You may arrive no more than 15 minutes early to set up.**

**Cake: The Birthday cake is NOT included in the party fees.** The only outside food and beverages permitted are birthday cake, ice cream, fruit, vegetables, chips, coffee/tea and water.

**Decorations/Paper products:** We will provide the party room with birthday themed paper products (cups, napkins, plates, tablecloths & centerpieces) for the package participants only, and only for pizza. You may use your own decorations/paper goods, but they need to be dropped off with Sam during the week as you may only gain entry to the room 15 minutes prior to your party. (Nothing may be attached to walls, furniture or windows.)

**Party Leaders:** Will greet you, review the celebration plan, help facilitate games in the gym (if the package includes gym games), escort to and from gym and/or pool from party room, make food arrangements, set up and clean up. Party Leaders do not serve food.

**Food:** Included for package guests only, however additional food is available to order for other guests for a fee. Menu will be provided once party is booked. **(A \$5 fee will be added for delivery.)** You are responsible for supplying utensils and paper goods for adults. Additional food orders are due by 2 pm the Thursday before the party

### WHAT TO BRING:

- Cake and Ice Cream
- Candles and Lighter
- Cake Knife
- Paper goods for adults
- Utensils and paper goods for cake, for both kids and adults

### PACKAGE REMINDERS

**Pool Party:** Please remind guests to bring towels and a lock if lockers will be used. Appropriate and approved swim suit with a lining is required (no gym shorts). (Children must be clothed when walking through lobby.)

**Extra adults swimming will be \$6.**

**Critter Party:** Event Coordinator makes arrangements directly with 'Dan the Creature Man', although The Troy Community Center does not pay for him. This is a separate fee and the parent is responsible for paying for his services the day of the party, via cash or check. Requires a two (2) week notice. Critter Party show is only 1 hour, so guests may bring activities to fill the 1.5 hours in the party room.

**Sports Party:** Please dress children appropriately for gym play. Dresses and sandals are not recommended.

### POOL PARTY PARENT/CHILD POOL RATIOS

Ratios (please ensure you have adequate supervision for you and your guests' safety and enjoyment)

- Any children 6 years of age and under must be directly supervised by an individual 16 or older who must be arms length away from the child at all times.
- Children ages 7-10 must have an adult in the pool area at all times

### REFUND POLICY

Refunds will not be issued for parties canceled within 7 days of scheduled party. There is a \$60 cancellation fee, otherwise.

This application is not valid until authorized by the city of Troy, and signed by patron below as acknowledgment and agreement to all the terms and conditions. Refunds will not be issued for parties canceled within a week of the party date. A \$60 service charge will be deducted from all refunds. All rules and adult/child ratios must be followed while using the building, including parents directly supervising children in the water. **Package payment is due in full at time of reservation.**

Visa/MasterCard # \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV \_\_\_\_\_

Signature authorizes City of Troy to charge your credit card for party costs and expenses incurred after initial payment.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved: Recreation Department \_\_\_\_\_ Date \_\_\_\_\_