

# CELEBRATE

## PARTY RESERVATION REQUEST

# WITH US!



A YMCA party is a great way for the whole family to have fun! Parties consist of one hour of your activity of choice – We are committed to providing a fun, comfortable atmosphere for your birthday celebration for up to 25 guests. We start by having the party portion of your party first. Then the activity portion of your party last.

### GETTING STARTED

All reservations must be made at least 2 weeks in advance. No late reservations will be accepted. If you are reserving a party, you are required to pay the full fee once you receive confirmation of your date availability. If you need to cancel your date, you must notify the YMCA with a minimum of 72 Hour notice of cancellation.

### DAY OF YOUR PARTY

You can arrive up to 30 minutes before your party. All adults must provide a state issued ID card to be admitted into the building. Please be sure to conclude your party and have your space cleaned up 15 minutes after your rental time.

PARTY TYPE (CHOOSE ONE)

**Splash Party (Pool)**

**Child Watch Area Party**

Deposit of \$50

PARTY RATES:  Member: \$200  Non-Member: \$250

REQUESTED DATE: \_\_\_\_\_

Saturday 2:00 p.m. 4:00 p.m.

RESPONSIBLE ADULT: \_\_\_\_\_

NAME OF GUEST OF HONOR: \_\_\_\_\_

BIRTHDAY: \_\_\_\_\_ AGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_

\*Party rates are based on 25 total guests. Additional fees of \$25 for up to 5 extra guests.

\*\*Parties include 30 minutes to set-up prior to the event.

### TERMS OF AGREEMENT

- All adults attending the Birthday Party must present an ID at the front desk upon entering.
- The adult listed on the reservation as the responsible adult must remain onsite during the entirety of the party. adult will be expected to help maintain order—even in instances when the party has a staff host.
- Food and beverages must remain in the area designated by the YMCA staff.
- Participants are limited to use of the areas designated by the staff. The Responsible Adult is responsible for keeping participants out of all other areas.
- All participants must adhere to the pool rules and swim test procedures if having a splash pool party.
- No smoking or other use of tobacco products is allowed on the premises.
- Alcoholic beverages or any illegal substances are not permitted. Anyone under the apparent influence of alcohol or illegal substances may not remain on YMCA premises.
- All party participants must follow the rules of the YMCA.
- YMCA staff reserve the right to cancel or dismiss any rental. A full refund will be issued if the YMCA cancels the rental; however, in the event that a rental is dismissed for violations of the rules and regulations of the YMCA, no refund will be issued.

### CANCELLATION POLICY

- Parties must be canceled within a 72 Hour notice. Those canceled less than 72 hours before the event will only be eligible for a 50% refund.
- If the YMCA cancels, we will reschedule or refund 100% of your event.

### Splash Party Rules:

- Ages 7 and under must be accompanied by an adult (18+ years) in the water at all times. A swim test is required to swim without an adult supervision for ages 8-12. For any child that does not complete the swim test 1 adult to every 5 children. Those adults will be required to stay in the water at all times.

\* **Deposit Information:** Your deposit of \$50 will be refundable in 5-10 business days following the party based on cleaning the party area up after your party.

My signature below verifies that I am requesting the above event package, I have read and understand the terms of agreement, cancellation policy and additional fees, and I am aware that payment is due in full upon confirmation of my event date to hold my reservation.

PARTY \_\_\_\_\_ Member: \$200  
RENTAL \_\_\_\_\_ Non-Member: \$250  
\_\_\_\_\_ \* Deposit \$50

ADD-ONS \_\_\_\_\_ 26+ Guests: \$25 (up  
to 5 extra guests)

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

O'Fallon, IL YMCA  
284 N. Seven Hills Rd. O'Fallon, IL 62269  
618.628.7701

Kristina Golden, Aquatics Director  
Ann Wilson, Membership Director

OFFICE USE ONLY STAFF INITIALS: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_ ADDED TO CALENDAR: \_\_\_\_\_