

WRC Birthday Party Services

Parent(s) Name: _____ Child's Name: _____ Today's Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Date of Party: _____ Time: _____ Age Child Will Be: _____ DOB: _____

Circle Choice(s) from the following: Chocolate Cake or White Cake Sorry, Candles Are NOT Provided
Chocolate Frosting or White Frosting

Colors to Choose From (This will include your plates, napkins and table cloth):

Cake Theme: _____ Favorite Color: _____

- **The Games:** 1 1/2 hours, \$45.00, up to 25 participants. Includes: Use of Game Room Facility; coordinator to set up, run party, and clean up.
**Please note that there is an additional \$10.00 fee if participants bring in their own cake and refreshments to cover the extra clean-up duties.*
- **The Party:** 1 1/2 hours, \$70.00, up to 12 participants. Includes: Use of game room facility, a decorated hand-made cake, punch, plates/napkins/silverware/cups, 12 party favors, 1 personalized banner; coordinator to set up, run party, and clean up.
- **The Works:** 1 1/2 hours, \$90.00, up to 12 participants. Includes: Use of game room facility, a decorated hand-made cake*, punch, plates/napkins/silverware/cups, 12 helium balloons, 1 personalized banner, 15 birthday , invitations, 12 party favors, **12 make and take crafts; coordinator to set up, run party, and clean up. ***2 Pizza's can be substituted for cake.**
****Craft projects are geared for children 6 years old & up. Smaller children, (3-5 yr.) may receive additional party favors instead of craft.**
- **Pizza:** Large 1 topping each, delivered from Big Cheese OR Pizza Hut. **\$8.00 each + \$3.00 Delivery Charge**

Choice of topping for pizza(s) _____

- **Favors:** Includes 12 Party Favor Bags—complete set for **\$15.00**
- **Invitations:** Includes 15 envelopes & 15 cards personalized with participants name & theme for **\$15.00**
- **Drinks & Tableware:** Includes drinks, plates, napkins, forks, spoons and etc. for the participants of the party (12 peoples) for **\$10.00**
- **Balloons & Banner:s** Includes 12 helium balloons and one banner (personalized with name, message and theme of party. Balloons are available in the colors of your choice for **\$15.00**
- **Cleaning Fee: PLEASE NOTE THAT THERE WILL BE A \$10.00 CLEANING FEE ADDED FOR PARTIES THAT BRING IN THEIR OWN CARE AND REGRESHMENTS.**

Additional Information:

- **A \$25 deposit is required before we can “reserve” your date on our calendar.**
- **All Fees** must be paid in full at least 3 working days before the date of your party to avoid cancellation and forfeiture of deposit.
- **Reservations** should be made at least 2 weeks in advance to guarantee availability of building and personnel.
- **Times available** are Saturdays, Sundays, and Wednesday evenings, unless otherwise approved by the WRC.
- **Summer parties** will be available during the week if no WRC activities are planned.
- **Additional participants** (after the included 12) are welcome to attend, but will have an additional fee of \$3.00 per child to help cover the additional costs. (Advance notification is suggested for proper preparation.)
- **Only one Supervisor** from the WRC will be provided. Parent involvement is strongly encouraged, and required!
- **Children 3 to 5 years old must** have one adult (provided by party) for every five children in order to hold a party.
- **A larger cake** (1/2 sheet cake) made be ordered for an additional charge of \$5.00 (paid to the WRC in advance.)
- **Concession stand** will be open with a variety of products available for purchase at the regular posted price.
- **Combination** of parties shall be accepted ONLY with prior approval of the WRC.
- **NO substitutions** allowed except where noted and with prior approval.
- **WRC Staff** will have the Recreation Center open 15 minutes prior to scheduled party for decorations to be hung.
- **Glitter & Silly String** are absolutely not allowed on premises for use in decorating or as party favors. Please do not bring these (or similar items) in, as they will be confiscated, and your deposit will be forfeited.
- **Wellington Recreation programs will have priority over the scheduling of all Birthday Parties.**
- **Helium balloons** may be purchased for 50 cents a piece, if The Games or The Party has been scheduled.



Wellington Recreation Commission

A La Carte Services



We have several additional options to help you celebrate your birthday or special event. We want to make it everything you desire...and more! The options below will help you customize your party to be exactly like what you would do at home, but with the added benefits of the mess staying here. So, sit back, relax, and enjoy the celebration for once! **Please note: You must pay for your additional services when reserving your date. Cancellations with less than 48 hours notice will still be responsible for paying 1/2 of the total cost of the scheduled party.**

***Theme Suggestions: (Almost Anything Is Available! Please circle your choice, or write it below.)**

- | | | | | | |
|-------------------|-----------------|------------------|----------------|------------|----------------------|
| Animals (specify) | Cars | Dora / Diego | Princess | Sponge Bob | Bakugan |
| Barbie | Trucks / Trains | Justin Bieber | Hannah Montana | Toy Story | Transformers |
| Dinosaurs | Power Rangers | Sports (specify) | Jayhawks | Wildcats | Super Hero (Specify) |

Cake: Includes one handmade cake decorated in the theme of your choice

1/4 sheet size =\$25.00, 1/2 sheet =\$30.00 (*Ice-Cream Sandwiches are available through the concessions for 50¢ per scoop.)

Circle One of the following: *Chocolate Cake* OR *White Cake* **Sorry, Candles**
Chocolate Frosting OR *White Frosting* **are NOT Provided**

Theme Choice: _____ Favorite Color(s): _____

Pizza: Large, 1-topping each, delivered from Big Cheese Pizza
\$8.00 each + \$2.00 delivery charge

Choice of Topping for pizza(s): _____ ; _____ ;
_____ ; _____ ; _____

Favors: Includes 12 Party Favor Bags filled with novelty items, candy, and miscellaneous party items
\$15.00 for complete set of 12

Invitations: Includes 15 envelopes & 15 cards personalized with participants name & theme
\$15.00 for complete set of 15

Theme Choice: _____ Favorite Color(s): _____

Craft: Includes all necessary material for 12 hands-on crafts, and instruction while creating the masterpieces. (Examples include: painted ceramics, decorated magnets, princess wands, beaded key chains, and many more!)
\$15.00 for complete set of 12

Craft Preference: _____ Participants Age(s): _____

Punch & Tableware: Includes cups, ice, fruit punch, plates, napkins, forks, spoons, and etc.
\$15.00 = service for entire party (approximately 12 children & 20 adults)

Balloons & Banner: Includes 12 helium balloons and one oversized banner (banner is personalized with the name, message, theme, and colors of your choice; balloons are available in the colors of your choice)
\$15.00 for complete set of 12

Theme Choice: _____ Color Preference(s): _____

Additional Time: Includes additional 30 minute increments of time added to the length of the party.
\$10.00 per half-hour increment

Cleaning: Please note that there will be a \$10.00 cleaning fee added for parties that bring in their own cake and approved refreshments.

TOTAL A LA CARTE \$ _____ (Transfer amount to front side of this form.)

**Thank you for choosing the WRC for your event!
We look forward to assisting you!**



Wellington Recreation Commission Slumber & Dance Parties



Parent(s) Name _____ (Birthday) Participant's Name _____ Today's Date _____
 Address _____ Home Phone _____ Work Phone _____
 Date of Party _____ Time _____ Age Child Will Be _____ DOB _____
 Expected Attendance _____ Ages of Guests _____ Boys _____ Girls _____

Slumber Parties

- \$125 Use of downstairs concessions & game room areas, and upstairs ballroom from 7:00pm-9:00am. Includes use of WRC's music system (until 11:00 pm), to be operated by WRC staff ONLY. CDs must be provided by party and an alternate music system must also be provided by party after 11:00 pm.
- \$25 **Deposit is required** for clean-up services, and will be refunded after the building is verified clean and undamaged by a WRC supervisor the morning after the slumber party.
 - **Maximum attendance is 35 persons**, including evening guests **and** slumber party guests. Evening guests must leave by 11:00pm please.
 - At least one responsible **parent** must stay overnight with the party. We strongly encourage at least 3 parents stay!
 - WRC doors will be locked from the inside, and participants are not permitted outside (then back in) for any reason.
 - Game room, concession area, and all outside doors will be locked for the evening at 11:00 pm.
 - Concessions will be sold at their regularly posted prices from 7:00-11:00pm and the morning after the party.
- **Donuts** (glazed) may be purchased for \$6 a dozen for breakfast. (Must pay in advance.)

Dance Parties

- \$60 2 hours - up to 35 kids. Parent provides 2 supervisors. Use of upstairs ballroom only.
- \$75 2 hours - up to 35 kids. Parent provides 2 supervisors. Use of downstairs concessions, gameroom areas, and upstairs ballroom.
- \$100 2½ hours - up to 50 kids, **but no more!** Parent provides 3 supervisors. Use of downstairs concessions, gameroom areas, and upstairs ballroom.
 - All dance parties include use of WRC's music system, operated by WRC staff ONLY. CDs must be provided by party.
 - The concession area & gameroom will be open for the \$75 and \$100 parties, with items available for purchase at their regularly posted prices.
- \$25 **Deposit is required** for clean-up services, and will be refunded after the building is verified clean and undamaged by a WRC supervisor.

Additional Information:

- **Reservations** should be made at least 2 weeks in advance to guarantee availability of building and personnel..
- **Times available** are Friday and Saturdays evenings, unless otherwise approved by the WRC.
- **One Supervisor** from the WRC will be provided for the \$60 Dance Party.
- **Two Supervisors** from the WRC will be provided for the \$75 & \$100 Dance Parties and Slumber Parties.
- **Summer parties** will be available during the week if no WRC activities are planned.
- **Large Pizza's** are available from Big Cheese for \$8.00/single topping (+\$2 delivery) paid to the WRC in advance.
- **A handmade, themed cake** (1/4 sheet cake) made be ordered for an additional charge of \$20.00 (Paid to the WRC in advance.) Please specify your individual choices on the "A La Carte" Worksheet on the back of this form.
- **NO substitutions** allowed except where noted or with prior approval.
- **WRC Staff** will have the Recreation Center open 15 minutes prior to scheduled party for decorations to be hung.
- **Glitter & Silly String** are absolutely not allowed on premises for use in decorating or as party favors. Please do not bring these (or similar items) in, as they will be confiscated, and your deposit will be

Total Deposit: _____	Payment Type: _____	Date Paid: _____	WRC Employee Initials: _____
Total A La Carte: _____	Payment Type: _____	Date Paid: _____	WRC Employee Initials: _____
Total Party Fees: _____	Payment Type: _____	Date Paid: _____	WRC Employee Initials: _____

***Thank you for
choosing the WRC
for your event!**

We look forward to assisting you!



Wellington Family Aquatic Center Birthday Party Service



Come let us help you celebrate your birthday!! A variety of Birthday Party Packages are available for you to choose from. To reserve a birthday party, please fill out this form and return it to the WRC Main Office (202 S. Jefferson, 326-3323, open: Mon.-Fri, 8:30am to 5pm). *The ONLY available time for parties is 4:00pm to 7:00pm, Mon.-Sun. *A \$25 deposit is required to reserve your date on the calendar. *All fees must be paid in full at least 3 business days before the date of the party. *Cancellations with less than 48 hours notice will be 1/2 the total cost of the scheduled party.

Parent(s) Name: _____ Birthday Participant's Name: _____ Today's Date: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Home Phone: _____ Work Phone: _____ Notes: _____
 Date of Party: _____ Time of Party: 4:00-7:00pm * Pizza Delivery Time: _____ (If Applicable)
 Age Child Will Be _____ Expected Attendance: _____ Ages of Guests: _____ # of Boys: _____ # of Girls: _____
 Circle One of the following: Chocolate Cake OR White Cake **Sorry, Candles Are**
 Chocolate Frosting OR White Frosting **NOT Provided**
 Choice of Topping for Pizza(s): _____ ; _____ *(One Single Topping per pizza only!)
 Theme Choice (Almost everything is available!): _____ Favorite Color(s): _____

Please Mark Your Party Package Selection:

Party Package #1 (\$20.00)**

- Reserves 3 tables in the concessions area

Party Package #2 (\$60.00)**

- 10 youth admissions to the pool
- 10 party favors
- Includes 3 tables in the concessions area

Party Package #3 (\$80.00)**

- 2 large one topping pizzas from Big Cheese Pizza
- 10 youth admissions to the pool
- 10 party favors
- Includes 3 tables in the concessions area

Party Package #4 (\$100.00)**

- 1 handmade 1/4 sheet cake, decorated in your theme
- 2 large one-topping pizzas from Big Cheese Pizza
- 10 youth admissions to the pool
- 10 party favors
- Includes 3 tables in the concessions area

Additional Options: (Paid for in advance with advance notification suggested for proper preparation.)

- Additional participants** (after the included 10 youth) are welcome, but will have an additional fee of \$6.00 per person to help cover the additional costs.
- Cleaning fee:** There will be a \$10 cleaning fee added for parties that bring in their own cake and approved refreshments.
- A handmade cake** (1/4 sheet sized, and decorated in your theme) may be added to any party for an additional \$20.00.
- Invitations** (15 cards & envelopes designed with your theme) may be purchased for \$15.00
- Additional pizzas** (large, one-topping) may be purchased for \$8 each + \$2 delivery.

Supplementary Information:

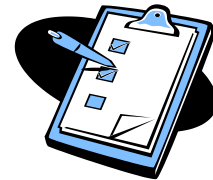
- A separate \$25 deposit is required before we can "reserve" your date on the WRC calendar.**
- All Fees** must be paid in full at least 3 working days before the date of your party to avoid cancellation and forfeiture of deposit.
- Reservations** need to be made at least 2 weeks in advance to guarantee availability of facility and personnel.
- Cancellations** with less than 48 hours notice will be 1/2 the total cost of the scheduled party.
- All requested and ordered cakes must be paid for, regardless of cancellation or rain-out circumstances.
- The Concession Stand** will be open with a variety of products available for purchase at the regular posted price.
- NO substitutions** allowed, except where noted, and with prior approval.
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Total Deposit: _____	Payment Type: _____	Date Paid: _____	WRC Employee Initials: _____
Total A La Carte: _____	Payment Type: _____	Date Paid: _____	WRC Employee Initials: _____
Total Party Fees: _____	Payment Type: _____	Date Paid: _____	WRC Employee Initials: _____

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***Cake Theme Suggestions: (Almost Anything Is Available! Please circle your choice, or write it below.)**

- | | | | | | |
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Cake: Includes one handmade cake decorated in the theme of your choice

1/4 sheet size =\$20.00, 1/2 sheet =\$27.00

Circle One of the following: *Chocolate Cake* OR *White Cake* **Sorry, Candles**
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Theme Choice: _____ Favorite Color(s): _____

Pizza: Large, 1-topping each, delivered from Big Cheese Pizza
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