



TUALATIN HILLS PARK & RECREATION DISTRICT

Birthday Party Packages • Use Agreement

Conestoga Recreation & Aquatic Center
9855 SW 125th Avenue Beaverton, OR 97008
503-629-6313 • www.thprd.org

Contact Information	Rental Information
Name: _____	Party Type: <input type="checkbox"/> Basic Party Rental <input type="checkbox"/> After-hours Pool Party
Address: _____	<input type="checkbox"/> Pool Party <input type="checkbox"/> Splash Pad Party
_____	<input type="checkbox"/> Kids Gym <input type="checkbox"/> Sports Party
City: _____ State: _____ Zip: _____	Child's name: _____ Age: _____ Gender: _____
Primary Phone: _____	Date: _____
Secondary Phone: _____	Day of week: _____
Email: _____	Room start time: _____ End time: _____
THPRD Patron ID: _____	Pool/Gym start time: _____ End time: _____
	Location/space: _____
	Approx. # of participants: Youth: _____ Adults: _____

Room Setup (select one)			
<input type="checkbox"/> Party setup	<input type="checkbox"/> Multi-group	<input type="checkbox"/> Classroom	<input type="checkbox"/> Other
 Seats 20+ youth	 Seats 20+	 Seats 24	Please specify
Additional Rental Information			
Color Theme (Choose up to 2) (Includes tablecloths, balloons and banner. Excludes all paper goods)	<input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Pink <input type="checkbox"/> Orange <input type="checkbox"/> Purple <input type="checkbox"/> Teal <input type="checkbox"/> I'll use my own	Room Activities/Games (choose up to 3) (Available for all parties)	<input type="checkbox"/> Simon Says <input type="checkbox"/> Hot Potato <input type="checkbox"/> Heads up 7 up <input type="checkbox"/> Freeze Dance <input type="checkbox"/> Charades <input type="checkbox"/> None
		Sports Party Activities (choose up to 2) (Available for Sports Parties only)	<input type="checkbox"/> Soccer <input type="checkbox"/> Basketball <input type="checkbox"/> Dodgeball <input type="checkbox"/> Free Play
Cabana (Pool or Splash Pad Party Only)	<input type="checkbox"/> 1 hour \$5.00	Kids Gym Games (choose up to 2) (Available for Kids Gym Parties Only)	<input type="checkbox"/> Red/Green Light <input type="checkbox"/> Tag <input type="checkbox"/> Duck, Duck, Goose <input type="checkbox"/> Free Play

Special requests/equipment:
(e.g., tables, chairs, room setup)

Please attach any additional setup requests

Staff use only: Party leader: <input type="checkbox"/> No <input type="checkbox"/> Yes, Leader name: _____ Confirmation call/email: Y / N Date: _____ Staff initials: _____	<input type="checkbox"/> Reservation System Staff initials _____ <input type="checkbox"/> Black book Staff initials _____	<input type="checkbox"/> Room setup Staff initials _____ <input type="checkbox"/> Data Staff initials _____
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Party Package Prices

Party Type	Details	Base Price	Extras
Pool Party	Includes one hour in the party room and one hour in the pool. Party leaders are included to prep each room with tablecloths, streamers and balloons before the party arrives.	\$167	Base price (includes 10 children) \$8 per each additional child. 1 parent per child.
Sports Party	Includes one hour in the party room and one hour in the gym. Party leaders are included to prep each room with tablecloths, streamers and balloons before the party arrives as well as lead games/activities in the gym. Specific games/activities should be requested at the time of booking.	\$167	Base price (includes 10 children) \$8 per each additional child.
Kids Gym Party	Includes one hour in the party room and one hour in the Play Gym. Party leaders are included to prep each room with tablecloths, streamers and balloons before the party arrives.	\$167	Base price (includes 10 children) \$8 per each additional child.
After-hours Pool Party	Includes one hour in the party room 1.5 hours in both pools. Party leaders are included to prep each room with tablecloths, streamers and balloons before the party arrives.	\$536	Base price (includes 40 participants) \$30 for additional staffing if over 40 participants
Additional options	Snow Cone/Popcorn Machine	\$50	
	Inflatable Aqua Challenge	\$80 per hour (after-hours rental only)	

Fees and Charges

Office Use Only	Assigned area(s): _____ Package rate: _____ + Extras: _____ + Staffing fees: _____	<input type="checkbox"/> Applicant will be invoiced for additional rental time at the assigned rate. <input type="checkbox"/> Invoice sent Date: _____ Initials: _____ Total due: _____ Date payment received: _____	Office Use Only
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Agreement

- This signed facility use agreement is due, with deposit, upon confirmation of your reservation. For rentals two hours or less that do not impact THPRD programs, the balance is due no later than five (5) business days before your scheduled event. For all other rentals, the balance is due no later than ten (10) business days before your scheduled event.
- Agreement includes assigned areas and restrooms only; use of additional areas prohibited without staff consent.
 - Additional charges will be assessed if rental exceeds times designated in this agreement.
 - No refunds will be provided to groups who vacate early or arrive late.
- To cancel this agreement, you must submit a request in writing.
 - For rentals two hours or less that do not impact THPRD programs, the request must be received at least five (5) business days before scheduled event for a refund (minus deposit). Please allow two weeks for processing. *Cancellations within five (5) business days of event will not be refunded.*
 - For all other rentals, the request must be received at least ten (10) business days before scheduled event for a refund (minus deposit). Please allow two weeks for processing. *Cancellations within ten (10) days of event will not be refunded.*
 - THPRD may reschedule or cancel this agreement in the event of extraordinary, unforeseen circumstances.
- If requested by THPRD staff, applicant agrees to provide liability insurance a minimum of one (1) week prior to services, naming THPRD as an additional insured in the following amount: \$1 million single occurrence / \$2 million general aggregate. Services shall not be granted until the required certificate has been received and approved by the Park District.
- INDEMNIFICATION:** The applicant and the applicant's group, shall indemnify, defend and hold Tualatin Hills Park & Recreation District (THPRD), its elected and appointed officials, agents, employees and volunteers harmless from all liabilities, claims judgments, demands and costs arising out of or resulting from applicant's, applicant's group or their invitees' use of a THPRD Facility/Park and adherence to all park regulations. I have read and agree to abide by the park regulations established for use of a THPRD Facility/Park. I agree to be solely and completely responsible for the condition of the reserved area and to leave it in neat and clean condition, without damage. I agree to promptly reimburse THPRD for all damages. Any permitted special uses, including sound amplification, may be revoked for cause with no reimbursement of fees.
- THPRD IMMUNITY:** *The fee charged for the rental exclusively relates to the use of the assigned area(s) and restrooms itself. The fee does not relate to any other uses or any other areas of THPRD property. In fact, other uses of THPRD property and facilities as well as activities occurring outside the assigned area(s) and restrooms are not subject to a user fee. In accordance with Oregon's recreational immunity law (ORS 105.682), THPRD is not liable for injuries, death, or property damage arising out of such uses of its property for which no specific fee has been charged.*
- It is your responsibility to inform all members of your group of the THPRD Rules and Regulations. Failure to abide by the THPRD Rules and Regulations could result in immediate loss of privileges or forfeiture of privileges for future use.
- THPRD reserves the right to enter and monitor the event at any time.

With my signature below, I acknowledge that I am authorized, on behalf of myself and the entity identified in the facility use application, to agree to THPRD terms and conditions, rules and procedures.

Applicant signature: _____ Date: _____

Supervisor signature: _____ Date: _____