

# Teen Zone Party Rental

Contact Name (Parent/Guardian):	Address:
Birthday Childs Name & Age: <small>Child must be between the ages of 8 and 18</small>	Phone Number: (H) _____ (W) _____
Rental Rates (please circle one) 2hr    3hr    4hr    5hr    6hr	Time of Event: Please see hourly pricing listed below Start Time: _____ End Time: _____
Any Add Ons: Fee:	No party shall start before 12:00 p.m. or end after 8:00 p.m. (9:00p.m. on Friday) *Please note that party time includes both set up and take down time.
Party Date Requested:	____ I do I do not ____ give permission for myself to appear in any media outlets that are approved by the Windsor Recreation Department.
Email Address:	Type of Event: Birthday Party    Team Event    Other:

A \$75 deposit is due when you make a reservation. This deposit goes toward your party balance. A security deposit of \$100 is also required and will be refunded after the party supervisor signs off on the condition of the rental space and equipment. A total of \$175 is due at reservation.

**\*Friday Night Special\***  
3 hour rental from 6:00pm – 9:00pm ONLY  
**\$200**

**Weekend Rental Rates for Teen Zone Party Room**

2 hour	3 hour	4 hour	5 hour	6 hour
\$125	\$220	\$250	\$305	\$360

\*There is a \$100 security deposit required in addition to the rental fee.

**Rental Rates Include:**

- Three Vintage Arcade Games
- Two 50" Flat Screen TVs with Xbox One with Games and 4 Controllers.
- Air Hockey Table
- Pool Table
- Ping Pong Table

**Party Add-Ons:**

- Pizza \$50 – 2 party sheet pizzas; includes plates and napkins.

Renter Signature: \_\_\_\_\_  
Approved By: \_\_\_\_\_

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

Amount Charged for Party: \$ \_\_\_\_\_

\$100 Refundable Deposit \_\_\_\_\_

Deposit Amount Paid \$ \_\_\_\_\_ (cannot be less than \$175.00)

Remaining Balance: \$ \_\_\_\_\_

## Facility Use Policies

1. Contact the Windsor Recreation Office as far in advance as possible to schedule your date. Facility use and reservations are on a first come, first served basis. All parties require approval.
2. **Remaining balance** payment is due 5 business days before your party. If payment is not made, Windsor Recreation and Leisure Services has the right to cancel your reservation. Nonpayment will result in forfeiture of the security deposit and facility use fees.
3. Party rental time includes both set up and take down time.
4. A \$75 deposit is due when you make a reservation. This deposit goes toward your party balance. A security deposit of \$100 is also required and will be refunded after the party supervisor signs off on the condition of the rental space and equipment.
5. **The Recreation Supervisor, or designee, reserves the right to vacate any user group and/or withhold refund of the security deposit for violation of these policies.**
6. The user is responsible for any damage to facility or equipment that may occur during the rental. Failure to reimburse Windsor Recreation and Leisure Services for damage incurred may result in forfeiture of the security deposit.
7. The renter is responsible for setting up the facility and cleaning up after the event, including removal of all trash. Trash must be placed in the dumpster located on the side of building. Clean garbage bags (provided) must be left in the trash containers upon departure.
8. All Police, Fire and other municipal ordinances and regulations governing use of park facilities, as adopted by the Town Council, are hereby made part of these conditions.
9. Submission of the form constitutes a *reservation request only*, the reservation is not complete until fees are paid, and the applicant signs the form below. The reservation is not official until the Windsor Recreation Department approves the rental request.
10. The contact person must be present at the party. Youth must be supervised at all times.
11. Gambling is not permitted.
12. Alcoholic beverages are not permitted in the building or parking lot.
13. No outside gaming systems are permitted.
14. Taping decorations on the wall is not permitted.
15. Total seating is 40. All tables and chairs must be returned to their original location.
16. **Maximum number of guests is limited to 50 people.**
17. The Teen Zone Party room is located at the Community Center at 330 Windsor Ave. Windsor, CT.
18. Parties can be booked from September 1, 2019 – May 22, 2020.

### Hold Harmless Agreement

In consideration of being allowed to participate in the Town of Windsor Recreation and Leisure Services activities, the undersigned acknowledges, and agree that: The risk of injury from the activities involved in this program may be significant, including the potential for permanent paralysis and death, and while particular rules equipment and personal discipline may reduce this risk of serious injury does exist; and I knowingly and freely assume all such risk, both known and unknown.

I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, I hereby release and hold harmless the Town of Windsor Recreation and Leisure Services, its employees, volunteers, commissioners, sponsoring agencies, sponsors and advertisers with respect to any and all injury, disability, or death incurred while traveling to or from or participating in the above mentioned trips or activities.

**I have read and agree to the Teen Zone Party Room Rental Form and understand that a \$75.00 rental deposit and \$100 security deposit is due when I make the reservation.**

**I also understand that the balance is due 5 business days before my party.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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