North Highlands Recreation and Park District

Birthday Party Application

All birthday party rentals are held at Ridgepoint Gym on 4680 Monument Drive, Sacramento, CA 95842.

Applications must be submitted to the Recreation Department **at least one month** prior to your party.

CONTACT INFORMATION							
Primary Contact							
Full Name		**Phone #**		**Email**			
Address		**City**		**State**		**Zip Code**	
Secondary Contact							
Full Name		**Phone #**		**Email**			
Address		**City**		**State**		**Zip Code**	

BIRTHDAY PARTY RENTAL INFORMATION			
Guest of Honor's Name		**Guest of Honor's Birthday Date**	
How old are they turning?		**Total # of Participants (Max is 20)** *(Participants can only be 7 – 12 years old)*	
Date of Rental *(Saturdays and Sundays only)*		**Time of Rental (2 Hours)** *(Must be between 8:00am – 8:00pm)*	
Birthday Party Theme (Choose one)	◯ Basketball Skills ◯ Nerf Wars ◯ Tactical Dodgeball ◯ Pop Star ◯ Slime Lab		

BIRTHDAY PARTY RULES AND REGULATIONS:

A birthday party package costs $150 and includes:

- 2-hour party, 1 hour designated to themed games and 1 hour to celebrate!
- 2 party hosts
- Facility
- All equipment, including tables and chairs
- Designated 15 minutes for set-up and clean-up

Guests are limited to their designated activity theme and time only. Parties that stay past their designated time will be charged an additional $150.00 fee.

Weather: We offer birthday parties year-round, rain or shine. Parties take place inside the gymnasium which is covered, and temperature controlled but are subject to move at any time.

Decorations: Decorations are only allowed on the tables set out for your party. Taping, pinning, hanging anything on walls or ceilings are strictly prohibited. Please refrain from bringing confetti.

Chaperones: It is required to have at least 1 adult in attendance at all times.

Outside Food, Alcohol or Amenities: We do not provide any food, soft drink, dessert, or cutlery at parties. However, you are invited to bring your own food and beverages. Alcohol/glass is strictly prohibited.

Changes in the Agreement: All changes to the original agreement, including transferring dates must be approved before your "All Changes Final" date, which is 15 calendar days in advance. Additional fees may be required.

Cancellations/Refunds/Returns: Refund requests received 15 calendar days prior to the party will receive 100% refund. Requests received 8-14 days prior to the party will receive a 50% refund. Requests received 7 calendar days or less will NOT receive a refund. To reschedule to another date, a request must be made at least 15 calendar days prior to your original party date.

Processing Fees: There will be a $5.26 processing fee if paying with card.

Other: Please do not tip our staff. We prefer you complete a program evaluation.

North Highlands Recreation & Park District will not be responsible for items forgotten.

By signing below, you agree to follow all rules and regulations outlined in this application.

_____ **Primary Contact (Print)**	_____ **Primary Contact (Signature)**	_____ **Date**
_____ **Secondary Contact (Print)** *(If applicable)*	_____ **Secondary Contact (Signature)** *(If applicable)*	_____ **Date**

Please call (916) 332-7440 or email recreation@nhrpd.org with any questions or concerns. If you need to meet with the birthday party coordinator, please call in advance to make an appointment. Thank you!