



# BIRTHDAY PARTY

## APPLICATION

### CHILD INFORMATION

Name

Birthday

☐

Member

☐

Non-Member

### ADDRESS

Street Address

Postal / Zip Code

City

State / Province

### PARENT INFORMATION/MAIN CONTACT

Name

Relationship to Child

Email

Cell Phone

### PARENT INFORMATION/ EMERGENCY CONTACT

Name

Relationship to Child

Email

Cell Phone

☐

Yes, I allow the Ridgewood YMCA to take photos/videos on this day & include us in branch content.



RIDGEWOOD YMCA  
112 OAK STREET  
RIDGEWOOD, NJ 07450  
201 444 5600



# BIRTHDAY PARTY

## APPLICATION

### PARTY INFORMATION

Number of Children

Number of Adults

Party Date

☐

Yes

☐

No

Will you be having third party deliveries during your prep time?

### PARTY PACKAGES

All packages include a private room, 6' tables, chairs, host, activity, take home party favor, and pizza with juice or water for children attendees and host family of the birthday child. The host family can receive a day pass to the Ridgewood YMCA on the day of your scheduled party.

Activity	Details	Party Favor
Pool Party	Limited to Sundays, starting at 3:00pm. Attendees will have a 3:00-3:45pm swim time, followed by access to party room until 5:00pm for pizza, cake & gifts. Arrive early to change & be ready to go! Some water toys provided. Must participate in swim check to enter water without a Coast Guard approved life jacket/puddle jumper.	Frog Squish
Sports Party	Available Saturdays & Sundays. Attendees will have 1 hour of gym time and 45-60 minutes of access to party room for pizza, cake & gifts. All parties must be completed before 3:00pm. Choose from soccer, basketball, floor hockey, kickball and more! High energy group games may be played as well.	Sunglasses
Slime Party	Available Saturdays & Sundays. Attendees will have 1 hour of activity time and 45-60 minutes of access to party room for pizza, cake & gifts. All parties must be completed before 3:00pm. Choose between assorted or select colors. Slime making materials and take home container will be provided.	Sunglasses
Tie Dye Party	Available Saturdays & Sundays. Attendees will have 1 hour of activity time and 45-60 minutes of access to party room. All parties must be completed before 3:00pm. Choose between assorted or select colors. Dye, rubber bands, plastic bags & gloves will be provided. Bring your own shirts or purchase for \$10 additional per child.	Sunglasses
DIY Party	Available Saturdays & Sundays. Attendees will have 2 hours (120 minutes) of access to party room. Host, food, drinks will not be provided. Details must be disclosed before reservation confirmed. All parties must be completed before 3:00pm. \$300 members/\$350 non-members.	Sunglasses

### PACKAGE PRICING (MEMBER/NONMEMBER)

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**SMALL- UP TO 10 GUESTS - \$450/\$500**

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**MEDIUM- UP TO 15 GUESTS - \$500/\$550**

☐

**LARGE- UP TO 20 GUESTS - \$550/\$600**

### DECOR ADD ON- \$80.00

We'll set everything up! Package add on includes: table cloths, paper plates, plastic utensils, napkins, birthday sign, table toppers, themed wall decorations, & assorted temporary tattoos.

☐

**MERMAID**

☐

**SHARK**

☐

**RAINBOW**

☐

**SPORTS**



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### **PARTICIPATION & PERMISSION AGREEMENT**

#### *PLEASE SIGN END OF AGREEMENT*

##### **POOL**

Children 4 years old and under must be accompanied in the water by an adult/guardian.

##### **EVENT TIME**

You will have the private party room for 45-60 minutes after your activity time, unless your activity is taking place in your party room. The start time of your party will be the time for guests to arrive; they will be directed straight to the pool, gymnasium, or activity room.

##### **SETUP/CLEANUP**

You will have access to your party room 30 minutes prior to your party start time for setup. Cleanup of the party room will begin promptly at the end of the party.

##### **GIFTS**

Due to the time allotted in the party room, we ask that all wrapping paper for gifts be centrally located for clean up after the party. Our party host can help with loading all gifts into your car at the conclusion of your party.

##### **DECORATIONS**

Latex balloons are not allowed at the facility due to its choking hazard and allergic reactions. This includes the private party rooms. Mylar balloons are acceptable. Candles, other than on the birthday cake, are strictly prohibited. Glitter & confetti are not permitted inside or outside. Nails, staples, glue or any like materials are not allowed on any walls or doors. Tape is acceptable. Décor cannot be hung from the ceiling, i.e. piñatas. Décor add on to your party package is considered a rental and not available for client/party host to take home after use.

##### **FINAL COUNT**

Staff will contact you one (1) week before your party to confirm your guest count, any additional amenities, and your final remaining balance due. If any additional guests enter the facility of your party above the guest number included in your package, the additional fee is \$25 per additional person. All parties are limited to a maximum of 30 persons total (children and adults).

##### **PRIVATE PARTY ROOM**

Once we finalize your head count, you will be assigned a party room. No specific room is guaranteed. It is up to the discretion of the Director to make any necessary room adjustments. Tables are standard, rectangular 6 ft. tables. You will be provided 4-7 tables, dependent on your party size. Tables in the room are set for the child guests only.

##### **FOOD & NON-ALCOHOLIC BEVERAGES**

Ridgewood Y party host(s) are not permitted to serve food/cake as the Ridgewood Y is not a licensed facility for food/beverage service. The Ridgewood Y is both a nut/peanut free and alcohol free facility. Food deliveries should arrive within your 30 minute setup time window. If food arrives late, the party time will not be able to adjust accordingly.

##### **COMMUNITY CODES**

The Ridgewood Y is a membership building. All visitors deserve respect & the opportunity to enjoy the YMCA in a fun & peaceful environment. All adult guests will need to bring photo id (i.e. drivers license) to enter the facility past the welcome center. If YMCA values of respect, caring, honesty & responsibility are not followed, your group may be asked to leave & a refund will not be issued. Children must be supervised by an adult with your party at all times upon entering the Ridgewood Y.

##### **HAZARDOUS MATERIAL**

Any material, substance, equipment or object which is likely to endanger the life of, or cause bodily injury to any person or property is likely to be considered a hazard is not permitted on the premises.



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### **PARTICIPATION & PERMISSION AGREEMENT**

*PLEASE READ & SIGN*

#### **CONDUCT**

The conduct of all event participants while on the Ridgewood YMCA property shall be the responsibility of the client/host family. Client/host family accepts all responsibility for any injury to person(s) or property, or loss or damage to the property or theft of personal property during the rental period or resulting there from. Failure by any individual or group to follow all applicable rules and regulations will be cause for eviction. The Ridgewood YMCA retains the right to evict objectionable persons from the premises. Repeated violations may result in denial of future reservation requests.

#### **INDEMNITY**

Client/host family shall release, indemnify, and hold harmless, the Ridgewood YMCA, its agents, officers, or employees from any and all responsibility or liability for any and all damages or injury of any kind of nature whatever to all persons whether agents or employees of the client or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to resulting from, arising out of occurring in connection with, the use by the client of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs, and expenses, including reasonable attorney's fees.

#### **SMOKING**

Smoking is prohibited inside and within 50 ft. of the Ridgewood Y building and playground.

#### **PARKING**

A complimentary self-parking lot is available.

#### **PUBLIC RELATIONS**

All printed materials, media announcements, and other public relations communications relating to the event is subject to the approval of the Ridgewood Y before they are in final printing or distribution stages.

#### **LOST OR DAMAGED PERSONAL PROPERTY**

The Ridgewood Y assumes no responsibility for the damage or loss of any articles left on Ridgewood Y property prior to, during, or following the event. Any items left behind will be held at the Ridgewood Y for pickup for up to two (2) days after the event.

#### **DAMAGED RIDGEWOOD YMCA PROPERTY**

The client will be responsible for any damage to Ridgewood YMCA property and will be charged for any/all damages to the credit card on file for the event.

I have read the information above. I understand and agree to the Terms & Conditions, Participation & Permissions Agreement. Registration is not valid without a signature and will be returned. Reservations are confirmed once the deposit is processed.

By signing below, I acknowledge and accept the above stated release and the Ridgewood YMCA (Ridgewood Y) policies.

\_\_\_\_\_  
Client (Parent or Guardian) Printed Name

\_\_\_\_\_  
Client (Parent or Guardian) Signature

\_\_\_\_\_  
Date



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### FINANCIAL AGREEMENT

#### DEPOSITS

A deposit of \$150.00 is due at time of reservation and deposits are NON-REFUNDABLE and NON-TRANSFERABLE. Deposits are not additional fees. The deposit amount is applied to the total package fee.

#### PAYMENT REQUIREMENTS

A credit card is required with all applications and to be kept on file to guarantee payment. Balance must be paid in full 1 week (5 business days) prior to party date. Any additional charges, such as & not limited to unexpected guests fees, will be charged to the credit card on file.

#### CANCELLATION/CHANGES

Any requests for cancellation/changes must be made at least 4 weeks prior to the party date.

### PAYMENT SUMMARY

Total \$\_\_\_\_\_

Deposit \$\_\_\_\_\_

Balance Due \$\_\_\_\_\_

Parent/Guardian Signature

I have reviewed the Financial Agreement. I understand and agree to all of the terms presented in this agreement.

\_\_\_\_\_  
Client (Parent or Guardian) Printed Name

\_\_\_\_\_  
Client (Parent or Guardian) Signature

\_\_\_\_\_  
Date

### PAYMENT METHOD

☐

VISA

☐

AMEX

☐

DISCOVER

☐

MASTERCARD

Card Number: \_\_\_\_\_

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

CVV: \_\_\_\_\_

Name on Card: \_\_\_\_\_

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

**I understand my account will be charged based upon the payment summary above and financial agreement outlined.**

\_\_\_\_\_  
Client (Parent or Guardian) Printed Name

\_\_\_\_\_  
Client (Parent or Guardian) Signature

\_\_\_\_\_  
Date



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