



BIRTHDAY PARTY AGREEMENT

Lunda Community Center
Hwy 54 W
Black River Falls, WI 54615
715.670.0790/lcc@lundacommunitycenter.com

Section 1 – PARTY FAQ

- INITIAL ____**
- * User group will be responsible for the conduct of its participants. Chaperones of at least 18 years of age are required at a 1:15 ratio for youth groups.
 - * The user groups' participants will use only the area specified in this reservation agreement. Participants may not enter or use other areas of the facility.

How do I book a party?

Party reservations can be made in person at the Lunda Community Center Front Desk by completing the Birthday Party Agreement Form. **Payment must be paid in full at time of reservation.** The Lunda Community Center has the right to refuse any rental request. Birthday Party Agreement Forms can be found online (www.lundacommunitycenter.com). You may send your completed form via email to lcc@lundacommunitycenter.com. A staff member will contact you regarding your request.

What Is provided for the party?

The Birthday Party room includes two long tables and 19 chairs. For additional seating, please contact the Lunda Community Center.

Each swimmer will receive a wrist band from the Front Desk staff upon arrival. If you have additional swimmers, over the 15 that are allowed, purchases can be made at any time during the event. Non-swimming guests will not receive a wrist-band.

What can I bring?

You can bring food, drinks and decorations. When bringing food in, please be considerate and leave the room as you came in. No colored liquids allowed. Tableclothes are recommended. Decorations for any event may be used only upon prior approval by the LUNDA COMMUNITY CENTER. Confetti is not allowed, in addition to tape with the exception of painter's tape on the walls. No alcoholic beverages, drugs or smoking will be allowed, regardless of the age of the participants.

How early can I enter the room?

INITIAL ____ Users may arrive 20 minutes prior to event and stay 20 minutes after event for clean-up.

Can I use other parts of the facility?

INITIAL ____ No. The birthday party is for your reserved party room, along with the pool and/or Program Gym and Climbing Wall only. You must purchase a day pass if any participants would like to utilize the Rotunda area or any other parts of the facility.

How do I leave the space when I am done?

- All rooms used are to be cleaned and left in the condition that they were found in. Renters are required to remove (at their expense) materials, decorations, equipment, or excess trash before leaving the facility. Items may not be left without authorization of the LUNDA COMMUNITY CENTER. A broom and spray bottle with a towel will be provided to assist with floor clean up and wiping down tables/chairs.
- Decorations are to be taken down and removed.
- A minimum of \$25 cleaning fee will be charged if room requires additional cleaning or damage is found.

INITIAL ____ Please write your Credit Card information on the next page. Your credit card will be charged a certain amount in the event there is damage found or the room requires additional cleaning. A receipt will be sent explaining these extra charges.

