



# 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](http://www.lundacommunitycenter.com)). You may send your completed form via email to [lcc@lundacommunitycenter.com](mailto: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.

**What are the Bounce House Rules (if applicable)?**

**INITIAL** \_\_\_\_\_

**The Bounce House is to be utilized for party attendees only.** It can accommodate 10 children at one time. Per person weight must not exceed 200 lbs. Parents/Guardians are responsible for the safety of the children, and will be expected to monitor the Bounce House at all times. Before entering, have children take off their shoes, glasses and/or jewelry. No other objects allowed in the Bounce House.

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

**Type of CC** (Visa, Mastercard, etc) \_\_\_\_\_

**CC #:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Security Code:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**What is the cancellation or refund policy?**

**INITIAL** \_\_\_\_\_

Full refund up to 3 days prior to event. 75% refund within 24 hours. No refund if less than 24 hours.

No rental function may be advertised to the public without LUNDA COMMUNITY CENTER authorization. Use of the LUNDA COMMUNITY CENTER's facilities does not imply endorsement or sponsorship of any event by the LUNDA COMMUNITY CENTER. Therefore, promotion shall be designed in such a way that no suggestion of endorsement or sponsorship is implied. The LUNDA COMMUNITY CENTER emergency procedures must be read and followed. Staff instructions must be followed.

The LUNDA COMMUNITY CENTER does not provide accident or health insurance for its members or participants, invitees, or nonprofit groups renting facilities. It is the responsibility of every individual, their parent or legal guardian, to provide for their own accident and health coverage while participating in any function at the LUNDA COMMUNITY CENTER.

The LUNDA COMMUNITY CENTER assumes no responsibility for the personal property lost or damaged of individuals or groups utilizing the facilities and property.

**Assumption of Risk and Hold Harmless Agreement:** The user organization assumes all risk of loss, damage or injury to persons or property which arises out of the user organization's use of the facilities or equipment at the LUNDA COMMUNITY CENTER. The user organization agrees to indemnify and hold the LUNDA COMMUNITY CENTER, its agents, servants, and employees harmless from all liability, loss or damage whatsoever from.

I acknowledge that I am aware of the risks and exposure both directly and indirectly arising out of, contributed to, by, or resulting from any and all viruses and/or diseases, including but not limited to, the virus "severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)", which is responsible for Coronavirus Disease (COVID-19) and/or any mutation or a variation thereof.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Participant      Print Name of Participant      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent or Guardian Signature (if under age 18)      Print Name of Parent or Guardian      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
LCC Staff initial      Date