

Birthday Party Request Form



Rocky Ledge Birthday parties are scheduled on a first come first serve basis. There will be two sections that are reserved for birthday parties. Each party is to be no longer than 3 hours, unless given appropriate approval from board members and/or managers.

CONTACT INFORMATION: (Please Print Clearly)

NAME: _____

PHONE NUMBER: _____

ALTERNATE PHONE NUMBER: _____

EMAIL ADDRESS: _____@_____

BIRTHDAY PARTY INFORMATION:

EVENT NAME _____ EVENT DATE: _____

RAIN DATE #1: _____ RAIN DATE #2: _____

EVENT TIME: _____ LENGTH OF EVENT: 3 hours

GUESTS INFORMATION:

Each party is allowed 20 guests (this includes members), unless you have obtained approval from both the management and board. Please notify the manager the **exact** number of guests you plan to have the day of the party when you submit this form.

PAYMENT INFORMATION:

Payments must be **cash only**. Upon completing and submitting this form, each party will have to remit a 50% deposit along with a **required** \$25.00 clean up fee. The remaining 50% must be paid the day **before** the party.

DISCLAIMER:

We, the management, staff and board members of Rocky Ledge are not responsible for lost or damaged items that may occur during the party. Rules and regulations of Rocky Ledge are to be followed at all times. If you do not abide by these rules, you may be asked to leave the facility.

I have read what is stated above and agree to the terms and conditions of this form and Rocky Ledge

SIGNATURE: _____

DATE: _____

WITH ANY OTHER QUESTIONS OR CONCERNS, SEE MANAGEMENT

FOR SUPERVISOR USE ONLY	
Approved by: _____	Date: _____
Comments: _____	

