

Armory Youth Project

Birthday Party Request Form

Applicant Information for children & students under 18 only

Party Information - During the school year (Available Friday, Saturday & Sunday 11 a.m. - 5 p.m. only)

Name (Print) _____
Address _____
City, State ZIP _____
Phone _____
Email _____

Number of Guests _____
Date 1st Choice _____
Time _____
Date 2nd Choice _____
Time _____

General Information

Birthday parties are scheduled up to 3 hours.
All guests are to setup and take down all items brought in, wipe all tables & chairs, sweep floor and remove all trash from the area.
Recommended number of guests up to 25 will need 2 adults present. Guest count exceeding 25 will need 4 adults present.
All food, beverages, disposable items are to be furnished by the renting party.
Gym and Stage area are included in the rental charge. Kitchen is available for additional charge.
Dodgeballs and basketballs are the only AYP equipment available for use with no charge.
A \$50 payment is required to reserve your date, remainder of rental fee, if any, is due 2 weeks before the event.
A \$50 refundable deposit is required when key fob is issued to renter during the week before the event. Deposit will be returned after the party, if area used is cleaned up appropriately, with garbage put in dumpster, no damage is done, and key fob is returned.

Important Information

Parties with a guest count up to 25 will be charged \$50/3 hours.
Parties with a guest count above 25 will be charged \$75/3 hours
AYP Birthday Party Request Form must be completed to reserve your date.
Reservations cannot be placed over the phone.
Full payment is required 14 days prior to the party (no exceptions)
\$50 refundable deposit is required at least 7 days before party (key fob will be issued at that time.)
Cancellations must be 7 days prior to the event in order to receive refunds.
AYP is not responsible for lost, stolen, damaged property or equipment.

Acknowledgement

I acknowledge that I have read the information above and I understand and accept the terms and conditions provided.

Submitted by (Signature)

Date

For Office Use Only

| | |
|--------------------|--|
| Rental Contract #: | |
| Rental Date: | |
| Total Rental Fee: | |