

## **Party Agreement Details**

### **Basic Bronze Party Packages Amenities:**

- 1 hour private party room for a maximum capacity for 25 guests
- At least 1 party host/hostess to help set up, attend & clean up birthday party
- At least 1 hour of public session skate or swim time after party
- Metro Rec Plex Gift (tee shirt) for the birthday child

### **You are responsible for:**

- Arriving 30 minutes prior to party time to check in and set up
- Food/Beverages/Cake
  - Knife to cut cake/food
  - Serving spoons/scoops for any food
- Paper products: plates, napkins, forks, spoons
- Any decorations/table cloth/ ect.
  - Tape for any decorations that need tape

### **We will provide:**

- 1- 8 ft rectangle table per 10 participating guests
- 1- 8 ft table for food/presents
- 1- metal folding chair per participating guest
- 1- party host to help set up and guide guests to proper party room
- 1- rolling cart to help transport food/gifts to and from the car
- Trash can & trash bags
- Set up/tear down/clean up of the party room

### **Additional Fees apply:**

Parties with groups larger than 30 people that require additional rooms, extra tables/chairs, food and beverages (once available)

- Additional \$50/hour - Gym usage for party
- \$50/hour- extra hour in party room or \$25/ ½ hour
- \$10- extra table/10 chairs
- \$12 per bucket of beer

# IT'S A PARTY

## MetroRecPlex Party Planner

The basic party package includes up to 10 guests plus the birthday child.  
Please give the finalized guest list to your Party Attendant upon arrival.

*For Skate Parties please write adult & child skate sizes next to the names!*

**Full Facility Use Guests: additional fees apply for additional guests \$12/guest.**

Please inform additional guests your preferences for payments.

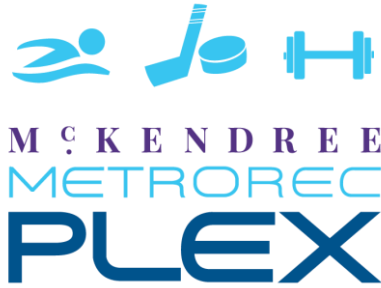
Additional guests can pay separately or we can add it to the final party payment.

### Guest List:

1. Birthday Child:	skate size:
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Regular MetroRecPlex (MMRP) Adult Members can attend the party for free admission. Food/Skate rental is an additional fee. Please indicate any adults/chaperones that will be paying their own admission fee in the right column.

Additional Adult Guests	party only?	Additional Participating Guests	Paying?
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	



## One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize McKendree MetroRecPlex to make a one time debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

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### Please complete the information below:

I \_\_\_\_\_ authorize McKendree MetroRecPlex to charge my credit card  
(full name)  
account indicated below for \_\_\_\_\_ on or after \_\_\_\_\_. This payment is for  
(amount) (date)  
\_\_\_\_\_.  
(description of goods/services)

Billing Address \_\_\_\_\_ Phone# \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Account Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover
Cardholder Name _____
Account Number _____
Expiration Date _____
Security Code _____

This transaction is for  \$100 security deposit  Balance Party Payment

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.