



**ROBERT LIVERMORE COMMUNITY CENTER**  
 4444 East Ave., Livermore, CA 94550  
 (925) 373-5763 Party Coordinator Fax 1-866-648-8982

# PARTY REQUEST FORM

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**SUBMITTING THIS FORM DOES NOT CONSTITUTE A CONTRACT.**

LARPD will contact you within five (5) working days regarding your submission. Prices or conditions subject to change without notice.

<p style="text-align: center;"><b>Rental Date and Time</b></p> <p>DATE ____/____/____ DAY _____ TIME from _____ to _____</p>	<p>Name: _____ Age: _____</p> <p>Type of Party: Birthday Team Graduation</p>
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NAME _____	HOME PHONE / CELL ( ) _____
ST. ADDRESS _____	WORK PHONE ( ) _____
CITY/ZIP _____	EMAIL _____

Party Area	Description	Fee	Total
Fiesta Room (32)	Two Hours Exclusive Use Room Only	\$120.00	\$
Fiesta Room (32)	Two Hours Exclusive Use With swimming , includes 20 swim bands	\$180.00	\$
Cafe Patio (24)	Two Hours Exclusive Use Patio Only	\$100.00	\$
Café Patio (24)	Two Hours Exclusive Use Includes 15 swim bands	\$145.00	\$
Pool Patio (20)	Two Hours Exclusive Use Includes 10 swim bands	\$120.00	\$
Elbow Room (32)	Two Hours Exclusive Use Room Only	\$180.00	\$
Extras	Gym; \$40.00 hr (basketball, dodge ball wars, scooter speedway, whiffle ball, scoter bowling and scooter soccer. Swimming: \$3.00 per person 2 and under Free Additional Time per 1/2 hour: Fiesta Room \$25.00 Café Patio \$20.00 Pool Patio \$17.50 Elbow Room \$40.00	____x\$40.00 ____x \$3.00	\$
Full Service Themed Party (10)	Cowboy/Cowgirl, Luau, Pirate, Princess, Sports & Under the Sea. Theme: _____	\$275.00  \$10.00ea add'l guest	

**ALL PARTY REQUEST FORMS MUST BE SUMMITED WITH \$50.00 DEPOST (Refundable after event)**

Party Area	\$ _____
Non-Resident add 25% <small>(room rental only)</small>	\$ _____
Damage & Compliance Deposit	<b>\$ 50.00</b>
Extras	\$ _____
<b>Total amount Due</b>	<b>\$ _____</b>
Cash    Check    Credit Card	

# Rental Responsibilities, Rules and Regulations

Welcome to the Robert Livermore Community Center! We hope your event here is enjoyable and memorable. In order to provide you with the safest and most pleasant environment we must insist on the following responsibilities, rules, and regulations.

- \_\_\_\_\_ **(initial)** **Party Balance:** The balance of your party must be paid in full 10 business days prior to your party date or your party will be cancelled. Parties booked within 10 days of their date must pay in full at time of booking.
- \_\_\_\_\_ **(initial)** **Swim Bands:** Swim bands must be purchased 3 business days prior to your party. Wristbands are non-refundable, non-replaceable if lost and valid only on the day of the event. Children under 2 years are free with paying adult and do not need to wear a wrist band. ALL party guest must be wearing a swim wristband even if not planning to enter the water. Lifeguards are based on who is on the pool deck versus who is in the water.
- \_\_\_\_\_ **(initial)** **Clean-up:** Your area must be clean and vacated by the end of your rental time including removal of all items. excessive spills must be cleaned. All garbage must be placed in garbage bags provided. Refrigerator/freezer in must be cleared. Please take left over ice with you & do not put ice in trash receptacles, please use sink or dump out side.
- Meet all due dates given on this application and subsequent permit documents.
- Adult chaperones required during all rentals - Ratio 1:8 Swim parties must meet Aquatics policies.
- Be present during the entire event and accept responsibility for all guests attending this event including damage or loss of equipment.
- No alcoholic beverages or glass allowed in the rental areas.
- No tape, staples, glue, silly string, etc. are allowed.
- Shoes and swim cover-ups are required in the Recreation Building.
- No cooking allowed. Prepared party foods only please.
- **Set up and clean up must be completed within your rental time.**
- **All attendees must enter through the Recreation Building.**

## Cancellation and Refund Policy

- All requests for rescheduling or cancellations must be submitted in writing to [dmesa@larpd.dst.ca.us](mailto:dmesa@larpd.dst.ca.us) 2 weeks prior to party date.
- \$20.00 charge for cancelling within 2 weeks of party date.
- A return check fee of \$25.00 will be assessed.
- Violation of this agreement may result in immediate closure of the activity and 100% forfeiture of rental fees and deposit.

## Refundable Deposit:

*If the rental responsibilities are adhered to and no damage to the facility is incurred, your deposit will be refunded. If you paid by credit card, your refund will be put back to your credit card and may take five to seven days to show up as credit on your account. If you paid by cash or check, it takes approximately two to three weeks after your event, and a check will be made payable to the applicant by LARPD.*

## FACILITY WAIVER RELEASE

I certify that the information I have given is accurate. I have read the rules and regulations pertaining to the use of the Livermore Recreation and Park District facilities. [A] Permittee will be responsible for all injuries caused by such use. [B] Hours will be strictly observed and if time is extended beyond that specified, it is understood that additional charges may be necessary. [C] Permittee shall be responsible for reimbursing the District for any loss or damage to the District property caused by such use. [D] In consideration of participation as specified at location shown on the above dates and times, permittee does hereby release and hold harmless Livermore Area Recreation and Park District from any and all liability or claims for damage or injury to person or property of the undersigned due to permittee's use of said facility, by reason of any act or omission by the Livermore Area Recreation and Park District, or any of its officers, agents or employees or the condition of its property.

**Applicant Signature**

**Applicant Print Name**

**Date**

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