

NEW Birthday Party Packages

Paul Stock Aquatic & Recreation Center Birthday Party Request Form

City of Cody Parks, Recreation & Public Facilities



Announcing 2 NEW Birthday Party Packages to Celebrate your Child's Special Day!

- ◆ All party reservations must be made at least **one week prior to the date of the party & the party must be paid for at the time the reservation is confirmed.**
- ◆ \$45 fee will be charged for late reservations.
- ◆ All party packages are based on a maximum of 10 guests for 2 hours.
- ◆ Additional fees will be charged per guest after the maximum.
- ◆ No daily admission fee required for adult chaperones. Package price includes full day facility admission.

Call (307) 587-0400 or stop by the Recreation Center for additional details.

Reservations will be reviewed at the weekly Cody Parks, Recreation & Public Facilities staff meeting. Individuals or group requesting reservation will be notified as soon as possible with regards to availability & any costs associated with the reservation.

TO BE COMPLETED AT STAFF MEETING

Request Approved by: _____

Date: _____

Reservation Info entered on calendar by: _____

Date: _____

Today's Date: _____ Request Taken By (staff please initial): _____

Contact Person: _____

Address/PO Box: _____

City/State/ZIP: _____

Telephone #s (W): _____ (H/C): _____

Email Address: _____

Name of Birthday Child: _____

FRIDAY 2:30~4:30 PM
 SATURDAY 10 AM-Noon* 12:30~2:30 PM 3~5 PM
 10 AM Party is available as a Toddler Pool Party only
 SUNDAY 12:30~2:30 PM 3~5 PM

	Reservation Date Requested	Time (Starting & Ending) <i>Please note specific times for aquatic usage. Additional fees may apply.</i>
1st Choice		
Alternate in the event first choice is not available		
Pool or Gym Party		

Room/Facility Assigned: _____

(To be completed & approved at the Cody Parks, Recreation & Public Facilities supervisor's meeting.)

Equipment Requested or Special Set-Up Instructions: _____

Other Comments (Please use back if needed): _____

Fee Approved: _____

PLEASE SEE BACK OF SHEET FOR ADDITIONAL FEE INFORMATION. FEES MUST BE PAID BEFORE RESERVATION CAN BE CONFIRMED. PLEASE NOTE: OTHER FEES NOT SHOWN MAY BE APPLICABLE!

Date Paid: _____ Staff (Please initial when paid): _____

Attached Rec Trac Receipt to Request (Please initial): _____

Birthday Blowout! (\$85)

- ◆ Use of Birthday Party Room for 2 hours & full day's admission to the Recreation Center
- ◆ Birthday child's name on outside marquee
- ◆ Happy Birthday sign in reserved area
- ◆ Disposable camera (wet or dry)
- ◆ Refreshments are NOT included

In Party: _____

Ages: _____

Fee: \$85



Miscellaneous Birthday Party Information:

- ◆ No daily admission fee required for adult chaperones.
- ◆ Party attendees are responsible for all set up & clean up. Set up cannot begin more than 15 minutes prior to scheduled time & clean up must be completed 15 minutes after the end of scheduled party time.
- ◆ Individuals younger than 8 years old or under required height (3'6") will require 1 adult (18 years or older) to be directly in the water for every 4 children.
- ◆ Member discounts do not apply.
- ◆ Parties may be scheduled Fridays from 2:30 to 4:30 p.m.; Saturdays from 10 a.m. to Noon, 12:30 to 2:30 p.m. or 3 to 5 p.m.; or Sundays from 12:30 to 2:30 p.m. or 3 to 5 p.m.
- ◆ There is a 2 hour limit for all parties.
- ◆ Birthday Party Coordinator is available for an additional \$50 fee for the Birthday Blowout Extravaganza **ONLY**.
- ◆ **A \$40 fee will be charged for excessive clean-up.**

Birthday Blowout

Extravaganza! (\$155)

- ◆ Use of Birthday Party Room for 2 hours & full day's admission to the Recreation Center
- ◆ 1/2 of leisure pool or 1 gym will be shut down & designated for your use
- ◆ Birthday child's name on outside marquee
- ◆ Happy Birthday sign in reserved area
- ◆ Disposable camera (wet or dry)
- ◆ 3 Pizzas (choice of single toppings)
- ◆ 3, Two liter sodas
- ◆ Birthday cake
Cake Theme (add'l \$2 fee) _____
- ◆ Decorations & tableware

Fee: \$155

In Party: _____ Ages: _____

Birthday Cake: Chocolate Vanilla
Frosting: Whipped Cream Butter Cream
Frosting: Chocolate Vanilla

Pizza - Single Topping Choices: _____

Delivery Time: _____

Soda (Please specify 3 soda choices): _____

Birthday Party Coordinator to run party & play games for an additional \$50 fee

Fee w/ Coordinator: \$205