



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**YMCA of Montclair  
Geyer Family Branch  
159 Glenridge Ave  
Montclair, NJ 07042  
(973)783-7640**

## **BIRTHDAY PARTY CONTRACT**

|                         |  |
|-------------------------|--|
| Parent Name             |  |
| Phone Number            |  |
| Email Address           |  |
| Home Address            |  |
| Birthday Child Name     |  |
| Birthday Child Age      |  |
| # of children attending |  |
| # of adults attending   |  |

### **General Information/Policies:**

- Hazardous Material- Client agrees not to bring to the premises any material, substance, equipment or object which is likely to endanger the life of or cause bodily injury to any person or property or which is likely to constitute as a hazard.
- Conduct- The conduct of all event participants while on YMCA property shall be the responsibility of the client. Client also accepts all responsibility for any injury to person(s) or property, or loss of or damage to the property, or theft of personal property during the rental period or resulting there from. Failure by any individual or group to follow applicable rules and regulations will be cause for eviction. The YMCA retains the right to evict objectionable persons from the

premises. Repeated violations may result in denial of future reservation requests.

- Smoking- Smoking is prohibited inside the Geyer Family Branch and on its property.
- Parking- A complimentary self-park parking lot is available. It is understood that the Geyer Family Branch will not be responsible for lack of parking during the day and time of your party as programs and other parties will be running.
- Lost or damaged Personal Property- The Geyer Family Branch assumes no responsibility for the damage or loss of any articles left on YMCA property prior to, during, or following the event.
- Damaged YMCA property- The client will be responsible for any damage to YMCA property and will be charged accordingly.
- Alcohol- Alcohol is strictly prohibited inside the Geyer Family Branch and on its property. The use of alcohol during a party may result in immediate cancellation of the party without a refund.
- You will have two hosts assigned to your party who will run the event portion and assist in the setup, passing out of food and drinks, cutting the cake.
- Cleanup of the room will begin promptly at the end time of your party
- No confetti and no glitter are allowed to be used on the premises.
- Children and adults are only permitted in assigned party areas and are prohibited from entering classrooms and staff areas.

Please Initial\_\_\_\_\_

### **Event Timeline:**

#### Gym Parties:

- You will be granted access to your event 30 minutes prior to your party to set-up for your event. Once you arrive, you will then be escorted by our staff from the lobby to your designated party area.
- If you selected a party package that includes the use of our gym, you will have access to your gym activity for one hour. You will then be escorted to your party room to enjoy the rest of your event for the remainder of the next hour (55 minutes).

Please Initial\_\_\_\_\_

#### Pool Parties:

- You will be granted access to your event 30 minutes prior to your party to set-up for your event. Once you arrive, you will then be escorted by our staff from the lobby to your designated party area.
- If you selected a party package that includes the use of our pool, you will have access to your pool activity for 45 minutes. There will be a 15-minute window before and after entering the pool for changing, however we advise that you tell your guests to come ready to swim.
- You will then be escorted to your party room to enjoy the rest of your event for the remainder of the next hour (55 minutes).
- Pool parties are conducted during our scheduled family swim hour which means other families may be in the pool at this time.
- The child guest limit on our pool parties cannot be increased due to safety measures.

### **Decorations:**

- Blue painters tape must be used to hang any wall or window decorations

- Ceiling decorations are allowed to be hung with ceiling hooks.
- Pinatas are not allowed to be hung from the ceiling.

Please Initial\_\_\_\_\_

### **Private Party Room:**

- Your private party room is assigned by the party coordinator at the time of booking. It is up to the discretion of the party coordinator to make any necessary room adjustments. Changes can be made to the party room assignment at any time and for any reason.
- We set the tables in the rooms for child guests only, with additional seating on the perimeter. No adult tables will be set up. Adult seating is not guaranteed.
- Our staff does not run the party room portion of the party, but they do serve the food, cut cake and are available for anything else you may need.

Please Initial\_\_\_\_\_

### **Food and Non-alcoholic beverages:**

- The YMCA will only provide the specified food mentioned in our party packages.
- You are allowed to provide your own food and non-alcoholic beverages (any alcoholic beverages found by our staff during the party will be grounds for immediate cancellation of the party without refund) for the party.
- The YMCA is a nut free facility, all food brought into the facility must be nut free.
- We have a refrigerator/freezer available for your items. It is accessible 30 minutes prior to start time and must be cleared immediately at the end of clean up. Food deliveries should arrive 30 minutes before the first portion of your party

so that party hosts have ample time to set it up before the second portion of the party starts. If food arrives late, the party time will not be able to be adjusted to accommodate the lateness.

Please Initial\_\_\_\_\_

### **Deposit & Cancellations:**

- At the time of booking, you must make \$350 non-refundable deposit to secure your party date and time.
- 10 days before the birthday party the remaining party balance will automatically be charged to your card on file, if we are unable to process the remaining payment you will be contacted by one of our staff.
- A partial refund, remaining cost of party minus deposit, will be made if proof of emergency can be provided.

Please Initial\_\_\_\_\_

### **Pool Party Guidelines**

**(Only required if you are having a pool party):**

- **All Children under 5 feet in height must wear swimmies! This is a National YMCA RULE; There is no exception. A child attends your party who is 5 ft or taller, they may be swim tested by a lifeguard. If this child passes the swim test, they may be allowed to swim without swimmies.**
- There will be 1 lifeguard on deck. The lifeguard does not get in the pool, to maintain safety, they must stay on the deck.
- Children are expected to listen to and respect the lifeguards.
- No Music is allowed in the pool area

- No balloons are allowed in the pool area
- No food or drinks are allowed in the pool area
- No shoes are allowed in the pool deck area
- Only children over the age of five years old are allowed to go in the pool
- Only coastguard approved floatation devices are allowed in the pool
- Only two adults are allowed in the observation area

Please Initial\_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_