

## Mansfield Community Center Party Form

Please take the time to review the information below and return this form to the Mansfield Community Center **with payment in full** to request a room for your party. Party requests and full payment **MUST** be received **at least two weeks in advance** for planning purposes. Please call 860-429-3015 for more information. **Please note that parties must include the Arts and Crafts Room or the Community Room.** Your reservation is not confirmed until you receive a detailed confirmation receipt. Pick a second choice in case your first choice is not available.

PARENT'S NAME \_\_\_\_\_ CHILD'S NAME \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

CHILD'S AGE \_\_\_\_\_ T-SHIRT SIZE \_\_\_\_\_ # OF PARTY GUESTS \_\_\_\_\_ # OF EXTRA ADULTS \_\_\_\_\_

ADDRESS \_\_\_\_\_

ROOM REQUESTED: \_\_\_\_\_ 2ND CHOICE \_\_\_\_\_

DATE REQUESTED \_\_\_\_\_ TIME REQUESTED \_\_\_\_\_

ALTERNATE DATE \_\_\_\_\_ ALTERNATE TIME \_\_\_\_\_

PARTY ROOM	Member Price	Non-Member Price	Total
Community Room	\$75	\$150	
Community Room w/Kitchen	\$90	\$180	
Arts & Crafts Room	\$50	\$100	
Arts & Crafts Room w/Teen Center (Sunday only)	\$80	\$160	

ADD-ON FOOD & DECOR	Price	COLORS/FLAVOR	Total
Cheese Pizza	\$14 per pizza @ _____ pizzas	N/A	
Juice (64 fl oz)	\$4 per bottle @ _____ bottles	Apple ____ Grape ____	
Dairy Bar	Up to 15 people - \$40	Vanilla and/or Chocolate (please circle)	
Ice Cream Cake*	Up to 30 people - \$55		
Decorations (Tablecloths, paper goods, streamers)	\$25	Colors (up to 2)	

ADD-ON ACTIVITIES	Member Price	Non-Member Price	Theme	Total
Splash Bash *See reverse for time options	Up to 15 guests: \$65 16-25 guests: \$90	Up to 15 guests: \$85 16-25 guests: \$110	Inflatable: _____	
Sports & Games	\$50	\$75	Games: _____	
Giant Gym Slide	\$150	\$250	N/A	
Pre-School Play	\$30	\$45	N/A	
Paint Party	\$50 base fee plus \$10 per guest (max 15)	\$60 base fee plus \$10 per guest (max 15)	Theme: _____	

**Party Grand Total:**

RECEIVED BY: \_\_\_\_\_ RECEIVED DATE: \_\_\_\_\_ RECEIVED TIME: \_\_\_\_\_ CREDIT CARD DEPOSIT \_\_\_\_\_

*Full payment due at time of submission. Separate \$25 security deposit required.*

# Party Planning Form

Phone: 860-429-3015 • Email: parks&rec@mansfieldct.org



## PARTY TIMES

**Friday:** 6-8 p.m.

**Saturday:** 12:30-2:30 p.m., 4-6 p.m.

**Sunday:** 11 a.m.-1 p.m., 12:30-2:30 p.m.,  
2:30-4:30 p.m., 4:30-6:30 p.m., 5:30-7:30 p.m.

## PARTY ROOMS

**Arts & Crafts Room** (holds up to 20 people)

**Arts & Crafts Room w/Teen Center**  
(holds up to 35 people, available on Sundays)

**Community Room** (holds up to 50 people)

**Community Room w/Kitchen** (holds up to 50 people)

# Party Add Ons

**SPLASH Bash:** 1st hour of your 2 hour party time in the pool during general swim. 1 pool inflatable.

Circle 1: **snake** | **dog** | **dragon** | **fruit slice**

\*Available times may include: Fridays, 6-7 p.m., Saturdays, 12:30 p.m.-1:30 p.m. and 4-5 p.m., Sundays, 12:30-1:30 p.m., 2:30-3:30 p.m., 4:30-5:30 p.m. and 5:30-6:30 p.m. Splash packages are limited to two per day. Recommended for children ages 7+. *Swim test required. Non-swimmers MUST have a parent/guardian in the water with them at all times. Therapy pool/diving board may not be available.*

\*Subject to change, blackout dates may apply, splash parties not available on Family Fun Nights.

**Sports & Games:** 1 hour of your 2 hour party time in ½ the gym with MCC staff to run your child's favorite games, all gym equipment needed. Recommended for ages 6+. Available times vary.

**Giant Slide Party:** 1 hour of your 2 hour party time in ½ the gym with the 12 foot inflatable slide and MCC staff to supervise! Available times vary.

**Pre-School Play:** 1 hour of your 2 hour party time in ½ the gym. MCC staff set up our tot toys for guests to have free play time. Appropriate for ages 5 and under. Available times vary.

**Paint Party:** 1 hour of your 2 hour party time with MCC Art staff. Choose from our selection of themes and be led with step-by-step instruction through the painting process. Each guest will complete their own painting to bring home. Available Saturdays 12:30-1:30 p.m. Blackout dates may apply. Ages 5 and up.

**Pizza/Juice/Cake:** Take away some party stress by letting us take care of your refreshments. Add pizza from Dominos, 64 fl oz bottles of juice, and/or an ice cream cake from the Dairy Bar! We'll place the order and have it ready for your party. *Desired counts must be confirmed one week prior to party.*

**Decorations:** Let us decorate for you! You choose up to two colors, we'll put up the streamers, and prepare the tables with all necessary coverings, plates, cups, napkins and cutlery. You just come and relax.