

Party Planning Form

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. Please 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 (CIRCLE) **YS YM YL** # OF PARTY GUESTS _____ # OF EXTRA ADULTS _____

ADDRESS _____

ROOM REQUESTED: _____ 2ND CHOICE _____

DATE REQUESTED _____ ALTERNATE DATE _____

TIME REQUESTED _____ ALTERNATE TIME _____

(SEE PARTY TIMES ON REVERSE)

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 *SUNDAYS ONLY	\$80	\$160	

Add-on Food & Decor	Price <small>*paid at form submission based on est. headcount</small>	Colors/Flavor	Total
Cheese Pizza	\$14 per pizza @ _____ pizzas	N/A	
Juice (64 oz)	\$4 per bottle @ _____ bottles	Apple ___ Grape ___	
Dairy Bar Ice Cream Cake*	Up to 15 people - \$40, Up to 30 people - \$55 Frosting colors (2) _____ What should your cake say? _____	Vanilla and/or Chocolate (please circle)	
Decorations (TABLECLOTHS, PAPER GOODS, STREAMERS)	\$25	Colors (up to 2): _____	

Add-on Activities	Member Price	Non-Member Price	Theme	Total
Splash Bash <small>*See reverse for time options</small>	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. \$25 security deposit required if paying with cash or check.

Party Planning Form

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



Mansfield Community Center
Family, Fitness & Fun

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, 6:00-7:00 p.m. Saturdays, 12:30-1:30 p.m. and 4:00-5:00 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: 1st 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: 1st 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: 1st 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 12:30-1:30pm. 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.