

# 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 three weeks in advance** for planning purposes. Date requests are not confirmed at submission, and will be confirmed via email after review. **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. Parties are available Friday evenings and Saturday/Sunday late mornings/early afternoons.

Parent's Name \_\_\_\_\_ Child's Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Child's age \_\_\_\_\_ T-shirt size (circle) **YS YM YL** # of party guests \_\_\_\_\_ # of extra adults \_\_\_\_\_

Address \_\_\_\_\_

Street

City

Zip Code

**Room requested** \_\_\_\_\_ **2nd choice** \_\_\_\_\_

**Date requested** \_\_\_\_\_ **Alternate Date** \_\_\_\_\_

**Time Requested** \_\_\_\_\_ **Alternate time** \_\_\_\_\_

Party Room	Member Price	Non-Member Price	Total	
<b>Community Room</b> (up to 50 guests)	\$100	\$200		
<b>Community Room w/kitchen</b> (up to 50)	\$150	\$270		
<b>Arts &amp; Crafts Room</b> (up to 20)	\$50	\$100		
<b>Arts &amp; Crafts Room w/Teen Center</b> (up to 35)	\$110	\$220		
<b>Add-on Food and Decor</b>	<b>Price</b> *paid at form submission. Final adjustments made one week in advance of party.		<b>Colors/Flavors</b>	<b>Total</b>
<b>Cheese Pizza</b>	\$20 per pizza (feeds 3-5) @ _____ pizzas		N/A	
<b>Juice Boxes</b> (8 count pack)	\$8 per pack @ _____ bottles		Mix of Flavors Provided	
<b>Add-on Activities</b> (1 <sup>st</sup> hour of party)	Member Price	Non-Member Price	Theme	Total
<b>Splash Bash</b> Use of general swim area. Swim test required. Non-swimmers must have parent/guardian in water. Recommended ages 7+	Up to 15 guests: \$150 16-25 guests: \$200	Up to 15 guests: \$200 16-25 guests: \$250	Inflatable: _____	
<b>Sports &amp; Games</b> Independent use of ½ gymnasium with standard equipment. A supervising adult must remain in gymnasium. Recommended ages 6+	\$45	\$90	Circle desired equipment: Futsal (indoor soccer), basketballs, tumbling mats, gator balls	
<b>Pre-School Play</b> Our fun tot toys and tumbling mats are set up for guests to have free play time on ½ gymnasium! Supervising adults must remain in gymnasium. Recommended ages 5 and under.	\$45	\$90	N/A	

### For Office Use Only

Received By \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

**Party Grand Total:** \_\_\_\_\_

*Full payment due at time of submission.*

*Separate \$25 security deposit required if paying with cash or check.*