



Common Party Times

Friday Evenings (4pm to 8pm timeframe)
Saturday & Sunday late mornings and early afternoons (11am to 3:30pm timeframe)

Party time availability changes based on facility schedules and events. Party requests may be made one month to two weeks in advance. Your reservation is not confirmed until you receive a detailed confirmation receipt.

Party Rooms

Headcounts include all attending adults and children.

Arts & Crafts Room (holds up to 15 people)

Arts & Crafts Room w/Teen Center
(holds up to 25 people)

Community Room (holds up to 25 people)

Community Room w/Kitchen (holds up to 25 people)

Party Add Ons

Please note: All party rentals require a two-hour room reservation.

Packages listed below are *in addition* to a room reservation.

SPLASH BASH: 1st hour of your 2 hour party time in the pool during general swim. One pool noodle per independent swimmer. 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.*

SPORTS AND GAMES: 1st hour of your 2 hour party time in ½ the gym with MCC staff to run your child's favorite games, available gym equipment included. Recommended for ages 6+.

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!

PRE-SCHOOL PLAY: 1st hour of your 2 hour party time in ½ the gym. Our fun tot toys and tumbling mats are set up for guests to have free play time! Appropriate for ages 5 and under.

PAINT PARTY: 1st hour of your 2 hour party time with MCC Art staff. Choose a general theme and our artists will design an image for your party! Step-by-step instruction provided through the painting process. Each guest will complete their own painting to bring home. Ages 5 and up.

PIZZA/JUICE: Take away some party stress by letting us take care of your refreshments. Add pizza from Dominos and/or juice boxes. We'll place the order and have it ready for your party. *Desired counts and payment 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.

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 _____ 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	
Community Room	\$100	\$200		
Community Room w/kitchen	\$150	\$270		
Arts & Crafts Room	\$50	\$100		
Arts & Crafts Room w/Teen Center	\$110	\$220		
Add-on Food and Decor	Price		Colors/Flavor	Total
	*paid at form submission based on est. headcount			
Cheese Pizza	\$16 per pizza (feeds 3-5) @ _____ pizzas		N/A	
Juice Boxes (8 count pack)	\$5 per pack @ _____ bottles		Apple___ Fruit Punch___	
Decorations (tablecloths, paper goods, streamers)	\$40		Colors (up to 2): _____	
Add-on Activities (1 st hour of party)	Member Price	Non-Member Price	Theme	Total
Splash Bash	Up to 15 guests: \$150 16-25 guests: \$200	Up to 15 guests: \$200 16-25 guests: \$250	Inflatable: _____	
Sports & Games	\$75	\$125	Games: _____	
Giant Gym Slide	\$150	\$200	N/A	
Pre-School Play	\$45	\$90	N/A	
Paint Party	\$50 base fee plus \$10 per guest (max 15)	\$100 base fee plus \$10 per guest (max 15)	Theme: _____	

Party Grand Total: _____

Full payment due at time of submission.

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

Revised 11/23/2021

For Office Use Only

Received By _____

Date _____ Time _____