



# Fieldhouse

## BLUE SPRINGS



### BIRTHDAY PARTY REQUEST FORM - FIELDHOUSE RENTALS

NAME OF GUEST OF HONOR: \_\_\_\_\_ CELEBRATING AGE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ ALT PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

REQUESTED DATE & TIME OF PARTY \_\_\_\_\_ PURPOSE: \_\_\_\_\_

ALTERNATE DATE(S) &/OR TIME(S) \_\_\_\_\_ # OF ROOMS NEEDED: \_\_\_\_\_

All parties include a party room rental (24 seats), and sports equipment for turf and court rentals.

#### Please Select Your Party Package:

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Basic Party Package</b> - \$175 (Deposit Included)<br>2-hour party room rental<br>Unreserved access to courts & turf during rental   | <input type="checkbox"/> <b>Paint Party</b> - \$275 (Deposit Included)<br>2-hour party room rental ( <b>Party Host Included</b> )<br>10 painters, 1 canvas/painter, \$5/extra painter                     |
| <input type="checkbox"/> <b>All-Star Birthday Party</b> - \$200 (Deposit Included)<br>2-hour party room rental<br>1 coinciding hour reserved court or turf space<br>Please indicate your choice of: ____Field or ____Court | <input type="checkbox"/> <b>MVP Birthday Party</b> - \$275 (Deposit Included)<br>3-hour party room rental<br>1 coinciding hour reserved court space<br>1 coinciding hour reserved turf space              |
| <input type="checkbox"/> <b>Tiny Tot Party</b> - \$200 (Deposit Included)<br>2-hour party room rental ( <b>Party Host Included</b> )<br>1 coinciding hour reserved court with tiny tot toys<br>Ages 5 and under            | <input type="checkbox"/> <b>Nerf Party</b> - \$275 (Deposit Included)<br>2-hour party room rental ( <b>Party Host Included</b> )<br>1 coinciding hour reserved court with nerf guns<br>10-person capacity |

Please indicate the sport equipment requested: \_\_\_\_Basketballs \_\_\_\_ Soccer Balls \_\_\_\_ Footballs

Parties are expected to maintain room capacity, additional rental space is available for \$35/hour table cloths, plates, napkins, and utensils are available for an additional cost.

Party Hosts can also be added to any party.

All fees are due at the time your reservation is confirmed.  
Security deposits are refundable but are forfeit with any cancellation or damage.

**Total Cost of Package:** \_\_\_\_\_

## Terms of Use Agreement

- **Birthday Party reservations may be made at a minimum of 7 days in advance and maximum of 60 days in advance. Reservations require a completed application form. Submitting an application does not guarantee confirmation of a rental. All approved rentals will be confirmed within 2 business days and all related fees will be due at the time of confirmation.**
- Security deposit fee refunds will be processed 1-2 weeks following your party. Security deposits are forfeited with any cancellation or damage.
- Food is permitted in the party rooms. Please provide a cooler for any items that require refrigeration.
- Room decorations and clean up must be done during the time of your rental. Please plan accordingly. No confetti, glitter, paint or silly string. Painter's tape only for wall decorations – no tacks, glue, scotch, duct or masking tape.
- **Guests must remain in the area reserved during the time of reservation. Guests may purchase a day pass for continued use of the building following the party at a rate of \$4/child, \$5/adult, \$3/senior.**
- Guests are encouraged to arrive at the same time and check in at the front desk.
- **All items must be removed from the party room at the end of the rental time. A cart will be available to help with transporting items in and out of the facility.**

Additional Comments ( Which hour you want court/turf, cart access, number of people expecting, etc. ):

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I hereby agree to hold the City of Blue Springs free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of City property. Further, I agree to abide by all rules and regulations of the City of Blue Springs and agree to reimburse the City of Blue Springs for any damage to city property as a result of the use herein requested.

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**STAFF USE ONLY:**

Date Confirmation Received \_\_\_\_\_ Party Room Reserved \_\_\_\_\_

Court/Turf Reserved \_\_\_\_\_

Deposit(s) and Fees Collected

This application may be completed and dropped off at the Blue Springs Fieldhouse, 425 NE Mock Avenue, Blue Springs, MO 64014 or faxed to (816) 224-3432. You may also email it to Brooklynne Simbeck at [bsimbeck@bluespringsgov.com](mailto:bsimbeck@bluespringsgov.com)

If you have any questions regarding your reservation, please call (816) 228-0266