



Fieldhouse

BLUE SPRINGS



BIRTHDAY PARTY REQUEST FORM - FIELDHOUSE RENTALS

NAME OF BIRTHDAY 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 (seats 24), and sports equipment for turf and court rentals.

Please Select Your Birthday Package:

- Basic Party Package** - \$175 (deposit included)
- Paint Party** - \$275 (deposit included)
- All-Star Birthday Party** - \$200 (deposit included)
Please indicate your choice of: ___ Field or ___ Court
- MVP Birthday Party** - \$275 (deposit included)
Please indicate your choice of: ___ Field or ___ Court
- Tiny Tot Party** - \$200 (deposit included)
- Nerf Party** - \$275 (deposit included)

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, cups, 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 with 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: _____

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: _____

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 Nichole Cogbill at ncogbill@bluespringsgov.com.

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