

Party Ins and Outs:

1. The facility will be reserved for 3 hours-1st half hour is for set up, then 2 hours for the party (1 hour of activity and 1 hour for food and presents) followed by ½ hour of break down. The guests should be invited for 2 hours.
2. All party participants and attendees must sign a waiver of liability, which will be emailed to the Party Family Host ahead of time. The Party Family Host must ensure all legal guardians of the guests and adult attendees have signed the waiver prior to attending and must hand in the waivers prior to the party.
3. Party Family Host is responsible to ensure proper behavior of the party guests. The facilitator may step in for the safety and enjoyment of all.
4. Party Family Host is responsible for pick up/release of the party guests at the end of the party.
5. Party Family Host is responsible for supervising the un-wrapping of presents.
6. Balloons, piñatas, and inflatable bounce apparatus are not allowed.
7. Decorations may be displayed in the dining room only, using removable tape (no duct tape). No decorations may be taped to the walls or put up in the gym or lobby.
8. Party Family Host is responsible for providing and serving all food and cake, as well as providing candles, paper goods, table clothes (tables are round: 5' diameter & 4' diameter), utensils, serving pieces, etc. No private catering companies are allowed to prepare and serve food in the facility. *No alcohol allowed.*
9. A kitchen sink, small microwave and small refrigerator are available for the Party Family Host. No hot food cooking/warming is available. The party facilitator will store larger refrigerated items in the Senior Center kitchen as needed. Family host may not enter the Senior Center kitchen.
10. Party Family Host will assist the staff with cleanup of the refreshments and decorations, to insure the space is clean and ready for the Senior Center's following day's activities. Everything must be removed at the conclusion of the party activities during the clean-up time. (No next day clean up/pick up.)
11. The Town will provide tables, chairs, garbage bags, cleaners and paper towels, as well as supplies for the games and/or crafts.
12. The Town will provide a Party Facilitator who will help with set up and clean up as well as greeting the guests and running the 1 hour games/activities of the party.
13. If the host family is running late additional time may not be added on at the end. The Party Family Host is responsible for any additional fees beyond the 3 hour time allotment, for damage done to the facility by any guest or attendee or for any extensive clean-up needed. Please realize the facility may be rented after your event.

PARTY REQUEST FORM

2 weeks minimum notice is needed. Dates and times are subject to Swift Gym's and the party facilitator's availability. Party start times may not begin until 11am on Saturdays only. Fees are payable in full once date is confirmed.

PARENT NAME _____

ADDRESS _____

HOME PHONE _____

CELL PHONE _____

PARTY DATE REQUESTED _____

ALTERNATE DATE _____

TIME REQUESTED (3 hour block) _____

PARTY PACKAGE (see Party Package Information for descriptions)

GAMES, GAMES, GAMES _____ (ages 6-12 years) \$160

CRAFT CREATIONS _____ (ages 6-12 years) \$250

PRESCHOOL PARTY _____ (ages 3-5 years) \$160

BIRTHDAY CHILD'S NAME _____ **AGE** _____

TOTAL NUMBER IN ATTENDANCE _____

CHILDREN ATTENDING _____ **AGE RANGE** _____

ADULTS ATTENDING _____

As the party family host, I have read through and understand the Party Package information sheets including the Party Ins and Outs information and agree to abide by the expectations and rules. I will ensure that all party attendees have signed the Town waiver and will turn away attendees who have not submitted a form.

Parent Signature

Date

Date Confirmed:

Amount Paid:

Date Paid:

PARTY HOST NAME _____

PARTY DATE _____

PARTY GUEST LIST

**Fill in all party invitees (adults and children). Note the age of each child attending.
Use the check off box to verify waiver receipt.**

Name	Child's Age	Waiver (Y/N)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

15 children maximum, including siblings, cousins, etc.

Return to the Parks & Recreation Office along with the waivers prior to the party.

PARTY GUEST'S NAME _____ DATE OF BIRTH _____
Street _____ City _____
STATE _____ ZIP _____ PHONE: (_____) _____

TOWN OF EAST GREENWICH
CONSENT TO PARTICIPATE, INDEMNIFY & HOLD HARMLESS AGREEMENT & RELEASE

In consideration of being allowed to participate in any way in Town of East Greenwich events and activities, the undersigned acknowledges, appreciates and agrees as follows.

I as a program registrant, party guest, volunteer or spectator or being the Parent or Legal Guardian of a Minor registrant, party guest, volunteer or spectator, state that I wish to participate on my behalf or on behalf of a Minor wish to participate, in a Town of East Greenwich sponsored event.

I or the minor's parent(s) or guardian(s) understand that participation in the above event or program is VOLUNTARY and that I or the minor does not have to participate. It is understood that the event or program involves activities which could result in injury, death or damage to property, and that by participating, I or the minor's parent(s) or guardian(s) voluntarily accept and assume the risk of injury, death or damage to property and consent my or the minor's participation in the event or program.

It is understood that the Town of East Greenwich DOES NOT provide any insurance coverage for the participant or property; and I or minor's parent(s) or guardian(s) acknowledge that he/she/they are responsible for his/her or the minor's own safety and his/her or the minor's own health care needs, and for the protection of the his/her or the minor's property.

In exchange for allowing participation in this event or program, I or the minor by and through the undersigned, agrees to release from liability, indemnify, and hold harmless the Town of East Greenwich, its agents, officers, and employees for any injury to myself or the minor's person or damage to my or the minor's property which arises out of or occurs during or as a consequence of my or the minor's participation in the event or program, whether or not such injury or damage may have been caused, in whole or in part, by any negligence or want or care on the part of the Town of East Greenwich, its agents, officers, or employees.

This Hold Harmless and Indemnification Agreement and Release shall be binding upon myself or the minor, the parent(s) or guardian(s), any successors in interest, and/or any person(s) suing on my or the minor's behalf.

In the event of an emergency, I authorize the Town of East Greenwich to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed reasonable and necessary for me or my minor child's immediate care and agree that I will be responsible for payment of any and all medical services rendered.

I or the minor's parent(s) or guardian(s) understand that this document is complete unto itself and that any oral promises or representations made to them concerning this document and/or its terms are not binding upon the Town of East Greenwich, its officers, agents and/or employees.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ THE RELEASE OF LIABILITY AND ASSUMPTIONS OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Signature
(Parent or Legal Guardian must sign for those under 18 years)

Date

Print Name