



Birthday Party Request Form
Shakopee Parks and Recreation
1255 Fuller Street, Shakopee, MN 55379
 Phone# (952) 233-9500 Fax# (952) 233-3831
www.ShakopeeMN.gov or aswantz@ShakopeeMN.gov

OFFICE USE ONLY	
Date/ Time Rec'd _____	
Staff Initials _____	
Date Processed _____	Staff Initials _____
Permit or Booking # _____	
Host: _____	

Contact Information

Parent Name: _____ Birthdate: _____ Email: _____
 Organization: _____ Birthday Boy/Girl Name: _____ Birthdate: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Main Phone: _____ Alternate Phone: _____

Reservation Information

Event Date: _____ Day of Week: _____ Start Time: _____ End Time: _____
 Total # Children Attending (up to 12): _____ Additional Children Attending (\$10 per): _____
 Total # of Adults Attending: 2 Adult #1: _____ Adult #2: _____

Package Type: **Pokémon!** **Nerf Battle** **Gymcrazium** **Party on Ice!** **Indoor Playground**

Payment and Refund Policy

- Full payment due at time of reservation.
- A limited # of add 'l children may be accommodated if 72hrs notice is given. Balances must be settled within 48hrs of party.
- Reservations cancelled within 3 weeks of the party date, no-shows and add 'l children that no-show are ineligible to be refunded.
- Time and date changes are considered with a minimum 2 weeks' notice, Subject to staff and facility availability.

Package Details and Rates

- Contact Parks and Recreation with your bday request at least 2 weeks in advance.
- Hosted:** \$150 (Most Parties), \$175 (Pokémon Party)
- Includes: Party room, paper products/utensils, decorations, candy/prize bags for each child.
- 2 hr duration: Availability may depend on facility scheduling, open gym, open skate times, staffing.
- 2 parents and up to 12 children ages 5-10 may attend. A limited # of add 'l children can attend @ \$10 ea.
- Parents of the bday boy/girl may arrive 15 minutes prior to the start time. Guest entry will commence 5 minutes prior to start.

Special Requests/Notes

Agreement – Signature Required

As lawful consideration for being permitted to use the Parks and Recreation facility listed above, I agree that the City of Shakopee shall be held harmless and exempt from liability for any injury or disability which I or the participants of the rental listed above might incur as the result of use of the facility listed above due to the passive or active negligence of the City, agents or employees. This release of liability of the City of Shakopee, does not include any injuries that I or other participants of the rental listed above incur as the result of willful, wanton or intentional misconduct by the City of Shakopee, its agents, employees elected officials or volunteers. This agreement is specifically binding upon my spouse, heirs and assigns and the spouses, heirs and assigns of the participants of the rental or program listed above.
 With my signature, I verify I have read and understand the rules and regulations associated with this request.

_____ **I have read and agreed to the payment and refund policy terms and understand the package details. (Initial)**

DATE: _____ SIGNATURE: _____

Payment Information

Package Rate \$ _____ + #Add 'l Children(x\$10) _____ + Sales Tax 7.375% _____ = Total \$ _____
 Cash Check # _____ Visa _____ MasterCard _____ Approval _____
 Credit Card # _____ - _____ - _____ - _____ Expiration Date ____/____ 3 Digit Security Code _____