



**Have Your Birthday Party at the Civic Center**

**Includes:**

**Use of Gymnasium**

**Use of Game Room featuring:**

**Four (4) Full-Size Pool Tables**

**Two (2) Youth Size Pool Tables**

**Bumper Pool Table**

**Two (2) Ping Pong Tables**

**Two (2) Foosball Tables**

**Two (2) Air Hockey Tables**

**Bull's Eye Game**

**Big Screen Television**

**Two (2) Sets of Bean Bag Games**

**Maximum number of children is 30. Children must be 5<sup>th</sup>-12<sup>th</sup> grade. Two (2) adults required to supervise. Room, tables, and chairs provided. Bring own decorations. Parents are welcome to bring cake and ice cream.**

**Cost is \$35 – ½ hr set-up; 2 hour party; ½ hr clean-up**

**Call the Recreation Department  
(906) 786-4141 to book your party today.**

**Reservation form on next page to print and submit.**

# CIVIC CENTER 5<sup>th</sup> - 12<sup>th</sup> GRADE BIRTHDAY PARTY RESERVATION FORM

NAME: \_\_\_\_\_

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

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

PHONE #: \_\_\_\_\_

GRADE LEVEL: 5 6 7 8 9 10 11 12 (circle one) FEE: \$35.00

DATE OF BIRTHDAY PARTY: \_\_\_\_\_ TIME OF BIRTHDAY PARTY: \_\_\_\_\_

# OF CHILDREN ATTENDING: \_\_\_\_\_ (max of 30)

SPECIAL REQUESTS: \_\_\_\_\_

**I agree to provide two adult supervisors at all times during my child's birthday party and I agree to clean up meeting room after birthday party, if needed.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### GUIDELINES FOR BIRTHDAY PARTIES

1. Reservation form **must** be filled out and paid for prior to party.
2. **Parental Supervision REQUIRED** (minimum of 2 adults).
3. Room must be cleaned up before leaving. (Materials will be provided.)
4. Grades 5 & 6  
Monday – Friday 3:30 – 6:30 pm  
Saturday 1:00 – 3:30 pm  
Grades 7 - 12  
Monday - Friday 3:30 - 6:30 pm or 5:30 - 8:30 pm  
Saturday 5:30 - 8:30 pm  
(Gym Closed Mon – 6:30-8:50 pm; Wed 6:45 – 8:50 pm & Sat 8:00 – 12:00 & 3:30 – 6:30 pm)
5. Time allowance per birthday party: ½ hour setup, 2 hour party, ½ hour cleanup
6. Only One (1) Birthday Party per time slot.
7. Party is responsible for setup and removal of their own decorations.
8. People are to stay in building for duration of the Birthday Party.
9. Maximum number of children per birthday party is 30. No Exceptions!!
10. Building will be shared with normal activities.
11. Other arrangements must be approved prior to scheduled party.  
(examples: Pop machine, dance format, food accommodations, etc.)

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Amt. received: \_\_\_\_\_ Cash/Check #: \_\_\_\_\_ Rec. By: \_\_\_\_\_ Date: \_\_\_\_\_

Set-up/inspection Attendant Initials: \_\_\_\_\_ Clean-up/inspection Attendant Initials: \_\_\_\_\_

Comments: \_\_\_\_\_