

Date Submitted: _____ Time Submitted: _____ Staff Initials: _____ /MOD _____

Claude Moore Recreation and Community Center
Bounce Birthday Party Reservation

46105 Loudoun Park Lane
Sterling, VA 20164 (571)-258-3600

I, (parent's name) _____ hereby make application for the special use of the Department of Parks, Recreation and Community Services facility located at Claude Moore Recreation And Community Center for the dates and times listed below.

Date Requested: _____ Multipurpose: ____.

Time Requested (**Check one Room Time**):

Bounce Time	Room Time
12:15pm -1pm	1pm- 2:30 pm <input type="checkbox"/>
2:15pm- 3pm	3pm- 4:30pm <input type="checkbox"/>
4:15pm- 5pm	5pm- 6:30pm <input type="checkbox"/>

*** Party is meant for Children under 6 and only includes use of the Bounce House and one Multi-purpose room
*** FACILITY IS NOT RESERVED UNTIL PAYMENT IS RECEIVED***

Party Package:

\$265 (Up to 15 Children)* \$4 additional per child

- 45 minutes in the bounce house for up to 15 children under age 6, with no more than 8 children at a time. This is for your party only.
- 90 minutes in party room (Holds 50 people maximum)
- 6 large pizzas from *Joels Pizzeria* (additional pizzas may be ordered for \$10.00 each)
- 1 drink for each child
- Partyware included for up to 15 (Plates, forks, knives and napkins)

Choose 6 Pizzas:

-Type of 6 pizzas requested: _____ Cheese
_____ Pepperoni
_____ Sausage
_____ Other: 1 Topping only: _____

Parental/ Guardian Information

Contact: _____ Child's Name (Age): _____

Phone: (Home) _____ (Work) _____ (Cell) _____

Full Address: _____ City: _____ Zip: _____

Email: _____

CMRCC accepts cash, credit card (MasterCard, Visa, or Discover) or checks made out to "County of Loudoun". Payment must accompany this form at the time of reservation. For more information, call 571-258-3600. See attached for Refund policy



*** If bringing Cake, please provide your own matches, candles and cake cutter.**

*** Only Children under 6 may use the Bounce House. No other use of the Recreation Center is included.**

Facility Rental Expectations

- 1.) All Facility rules are expected to be complied with by Recreation And Community Center users.
- 2.) All users are liable for any damage incurred to the facility, equipment and grounds during their use. Facility users are responsible for the proper supervision of their activity and/or participants. Minors must be directly supervised at all times. The user will be charged for costs associated with repair of any damages, other than normal wear and tear, to the premises and equipment by the negligence and/or abuse of its participants, supervisors, spectators and attendees during the assigned times. Damages will be determined by the amount of labor and materials required to repair the premises and equipment.
- 3.) Participants are responsible for returning the facility in the state in which it was found prior to the rental event; it must be left clean and orderly, or be subject to a \$30 cleaning surcharge.
- 4.) Only space designated in the rental agreement is to be used. Use beyond designated agreement is prohibited; if participants desire to use other spaces, daily passes should be purchased.
*****No alcoholic beverages or tobacco products are permitted within the facility!**
*****No fog or bubble machines allowed!**
- 5.) All rental payments are accepted in advance of usage to secure the day, time and space requested. Payments can be made by cash, credit cards or checks made payable to "County of Loudoun."
- 6.) Cancellation Policy: **See Refund Policy. There is no charge to reschedule if 2 weeks' notice is provided.**
- 7.) Parties will occupy and vacate the space at the scheduled time as stated in the contract.
- 8.) Suspension of rental and program rental space privileges for future use may be imposed for lack of payment of fees and surcharges initially incurred, or deviation from aforementioned guidelines.
- 9.) We are not licensed to cook in the facility, please prepare all food at home, there is NO COOKING allowed in the facility.
- 10.) **Any and No CHILDREN over 6 years old may use the Bounce House.**
- 11.) *****Bouncing is allowed before the party room only (Before the pizza and cake is served.)**
- 12.) The Party room and the Bounce room have a maximum occupancy of 50. This includes children and adults. We cannot accommodate any large Bouncing parties
- 13.) **The CMRCC is not responsible for lost or stolen articles. Secure your valuables.**

The undersigned certifies that they are familiar with the rules and regulations of Loudoun County Parks, Recreation and Community Services

And local use of public buildings and grounds, and that such Rules, Regulations and Ordinances will be enforced. The undersigned accepts for the user full responsibility for all damages to County property caused by said use and for the prompt and proper settlement of claims for such damage that does not include normal wear and tear. All fees must be paid in advance. If the County is not notified of a cancellation by the organization, the undersigned will be responsible for payment of all fees even though the building or grounds were not used.

Applicant's Signature _____

Date _____

-Office use only-

Staff's Signature: _____

Date _____

Room Reserved: _____

Facility Rental Expectations

Customer Copy

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Customer Copy

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Loudoun County Refund Policy:

If you need to cancel a class/program/facility registration, and you make the request 15 or more days before the start date, a full refund, **MINUS a 15% administrative fee** will be offered.

If you cancel a class/program/facility registration 14 or fewer days before the start date, **a refund of 50% will be offered.** Cancellation requests must be submitted in writing. The request should be dated and sent by email, or fax directly to the facility manager or program manager offering the class/program.

The Department reserves the right to cancel or change a class or activity due to insufficient enrollment or other reasonable cause. A full refund (including any applicable registration fee) will be offered.

Q: What if we have more than 15 children?

A: Our Bounce House cannot accommodate more than 15 children. Please ask about another type of party.

Q: Can I hang up decorations?

A: Yes, only on the walls and with painter's tape that you provide. Nothing may be hung from the ceilings.

Q: What if I have more than the room capacity?

A: This type of party cannot accommodate more than 50 total people. Please ask about another type of party.

Q: Can we bring our own food? Alcohol?

A: Yes, you may bring food that does not require reheating, refrigeration or cooking, as long as all containers and utensils are disposable. A room with attached kitchen may be available for a higher price, and is required if your food does not meet these criteria. No Alcohol is permitted in the Park.

Q: Do parents staying have to pay?

A: Only if they want to play on their own or they are above the room capacity limit. If you have more adults than will fit in the party room, they must pay admission. If they stay with the party, and are within the limits of the room you have rented there is no charge.

Q: Can we go into the pool?

A: No swimming is included in the Bounce Party Package.

Q: Do you provide someone to help us with our party?

A: We will set up the room with our supplies, but no one will help run your party. That is up to you.

Q: Can the kids climb the wall, go swimming and play basketball?

A: No other activities are included in the Bounce Party Package. However, your entire time is reserved for just your party. No other patrons will be joining you.

Q: Can we get into our party room before the time we have reserved?

A: Your room will be ready for you at the time you reserve. You may put any things you have in the glass area in front of the manager's office. We have several carts to help move your items to your room.

*** If you have tableware you want to put out, please bring it to the front desk and we will be happy to put your tableware out instead of ours.

Q: Are kids under 3 free?

A: No. All children are counted in the 15 children maximum, and count towards the room capacity.

Q: Do you have a cake cutting knife?

A: Only small plastic knives. If you would like a larger or nicer cake server, please bring it.

Q: Do you have matches or a lighter?

A: No, you should bring matches to light the candles.

Q: Can you add extra pizzas or toppings on to our order?

A: For an additional \$10.00 each, we can add extra one topping pizzas. If you would like a different type, you may order extras from anywhere to be delivered to you separately.