



FARMERS BRANCH  
Community Recreation Center

# Basketball Birthday Party info

Please complete form first and return to Jessica Alvarado at the Recreation Center Front Desk or via email [jessica.alvarado@farmersbranchtx.gov](mailto:jessica.alvarado@farmersbranchtx.gov). Staff will contact parent/guardian to make party arrangements.

Parent/Guardian Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Child's(ren) Name: \_\_\_\_\_ Age (at time of party): \_\_\_\_\_ Party Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

- Parties are for children ages 6 and up\*.
- Parties will start at the time noted when booking the party.  
Please ask your invitees to show up 15 minutes prior to the party time specified.
- Each child must have a completed waiver on file prior to party.
- Party is dependent upon instructor and community room availability.
- Party is 1 ½ hours
  - 45 minutes of recreational basketball
  - 45 minutes in party room
- Balloon quantities and colors may be limited\*

Basketball Time:	_____
Party Room Time:	_____
Deposit	\$100.00^
Option _____	\$ _____
Assistant	\$ _____
Balloons	\$ _____
TOTAL	\$ _____
Party Date Totals	_____
Deposit fees kept	\$ _____

\*dependent on helium availability (**balloons are not available on Sundays**)

(*\*parties inviting those younger than six years of age, please get with the coach for additional information*)

- **PARTY OPTION:** Renter will be responsible for supplies, set-up and clean up of party room. Renter will be allowed in the room 30 minutes before start of party to set-up.
  - A) 1-10 children \$125.00
  - B) 11-18 children \$150.00
  - C) 19-25 children \$175.00

Balloons available for \$15 per dozen\* Quantity Requesting: \_\_\_\_\_ Color Requesting: \_\_\_\_\_  
\*dependent on helium availability and not available on Sundays

- All fees are due at the time of reservation.
- Additional community room time may be reserved for \$30 per hr. for FB residents and \$50 per hr. for non-residents
- Parties are scheduled during regular business hours
- Please leave party room locked when not in use; Recreation Center is not responsible for items left unattended.
- Cancellation Policy: Cancellation requests must be submitted in writing at least 72 hours prior to the birthday party date in order to receive a full refund.

^Deposits are refunded if the party room is left clean and there are no issues.  
The deposit refund may also reflect less if more guests attend the basketball portion of the party.  
A fee of \$5.00 per child will be kept for additional guests.  
Refunds are not given for guests not attending.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

=====

**For office use only:**

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

Staff taking reservation: \_\_\_\_\_

Community Room: \_\_\_\_\_

Payment Type: \_\_\_\_\_

**GENERAL STATEMENT OF UNDERSTANDING**

City of Farmers Branch facilities are operated by the City of Farmers Branch, Texas, for the benefit of the general public. Permission for private use of City facilities is a privilege granted by the City of Farmers Branch. Because City facilities have been assembled, maintained and operated for the general public, it is necessary that certain rules and regulations be established to protect its best interest.

**HOLD HARMLESS AGREEMENT**

**In consideration of the City of Farmers Branch, Texas, allowing me to rent room(s) in City facilities, I/we voluntarily assume all risk of loss, damage, or injury and agree to fully indemnify, release and hold harmless the City of Farmers Branch, Texas, and its officials, employees, and/or agents, jointly and/or severally, from every claim because of loss, damage, or injury of any kind because of such activity, resulting from the intentional or negligent act or omission of the undersigned, or any of the undersigned's officers, agents, representatives, partners, shareholders, employees, contractors, invitees, or guests, regardless of whether such loss, damage, or injury is caused by the negligence of the City of Farmers Branch, its officers, employees, agents, and/or contractors.**

Therefore, the following UNDERSTANDING must be agreed upon before permission to use the facility is granted. I have read the General Regulations, Reservation Policy & Procedures, General Statement of Understanding, and the Hold Harmless Agreement and I agree to abide by these conditions. Non-compliance may result in forfeiture of portions or entire deposit. Renter will be held responsible for damage and non-adherence to regulations. In addition, I understand that the City of Farmers Branch is not responsible for any services not directly related to the City of Farmers Branch that may be used for my event (i.e.: business cards on site for event contacts).

Signature

Print Name

Date



**CHAPTER 50 OF THE FARMERS BRANCH CODE OF ORDINANCES**

Chapter 50 PROHIBITS Possession/Consumption of alcoholic beverages or tobacco products on City property (inside and outside of facility) without a permit. If you or a member of your party is found in violation of Chapter 50 as it relates to alcoholic beverage and/or tobacco products the following can occur:

- You and your party will be asked to leave the premises immediately.
- You and each member of your party in violation of Chapter 50 (as if pertains to alcohol and tobacco products) may be cited/fined.
- You will forfeit the right to receive a refund of your security deposit.

**I have read and am in agreement with the above-mentioned policy and agreement.**

Signature

Print Name

Date