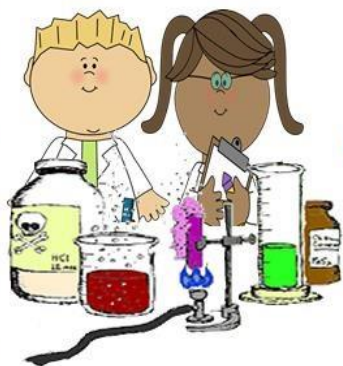


City of
SANTA CLARITA
Presents

Birthday Party Packages



**Canyon Country
Community Center**

(661) 290-2266



Birthday Party Information

Parties are offered every Saturday and Sunday!

Saturdays: 2:00 - 4:00 p.m.

Sundays: 10:00 a.m. - 12:00 p.m. OR 2:00 - 4:00 p.m.

Four Different Themes to Choose From:

1. Extreme Sports
2. Hip Hop and Rock
3. Jungle Safari Time
4. Zany Science

Prices:

- \$225 for up to 15 children (\$300 NR*)
- \$15 for each additional child (\$20 NR*); to be charged the day of the party
- For parties with more than 30 children; an additional staff person is required for a fee of \$30 (1:15 staff to participant ratio)

**Non-resident fee (NR) based on applicant's address*

Ages: 3 – 12 years old

Activities:

- Parties will be two hours long and consist of themed activities, games, one craft, and a goody bag
- Cake/dessert or food will not be provided, but you may bring your own and we can incorporate it into the schedule
- Staff will create schedule of activities for the party based on the chosen theme
- Activities are geared towards children 3-12 years old

Reservations:

- Applicant must be at least 18 years old to reserve party
- Reservations must be received a minimum of two weeks and no more than six months in advance
- All reservations are based on availability and approved through Canyon Country Community Center
- All reservation fees must be paid at the time of reservation (excluding 'additional children' fee)
- You may hire outside vendors to assist you with your party; however, outside vendors must be pre-approved and provide liability insurance one (1) week prior to your scheduled birthday party.

Location:

- Activities Room and Arts and Craft Room at the Canyon Country Community Center
**The Center will be closed to the public during party hours*

What's Included:

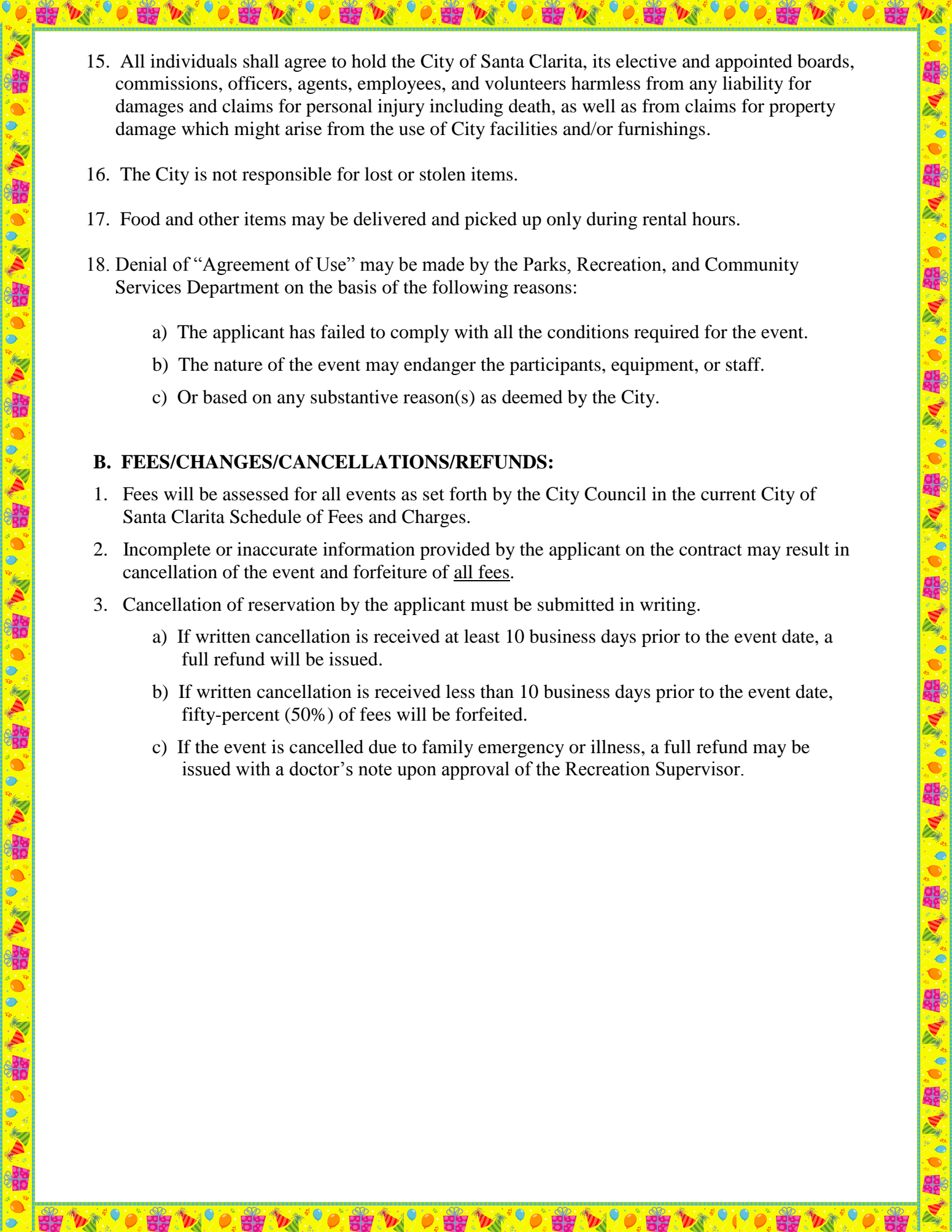
We provide basic decorations including six colored plastic tablecloths, all supplies for planned activities per schedule, staff, craft, and themed goody bags for each paid participant. We do not provide supplies such as: plates, utensils, candles, lighter, cups or cake knife/spatula. You may bring additional decorations.

City of Santa Clarita – Canyon Country Community Center

Party Packages Agreement for Use

A. GENERAL INFORMATION

1. “Agreement for Use” forms and other required documents for Canyon Country Community Center Party Packages must be filled out and all fees paid at time of application. All fees must be paid by check, money order, credit card, or cash.
2. The applicant must be the individual in charge of the event and must be in attendance throughout the duration of the event and responsible for staying until the last party guest leaves.
3. Canyon Country Community Center Party Package reservations are scheduled every Saturday and Sunday of the month. Reservations will not be accepted for the following City observed holidays: New Year’s Day, Independence Day, Christmas Eve, Christmas Day, and New Year’s Eve.
4. All Canyon Country Community Center Party Package reservations must be made a minimum of two (2) weeks and a maximum of six (6) months in advance of event with payment, and will be reserved on a first-come, first-served basis.
5. Each party package is designed for children three through twelve years old.
6. Parties are two hours in length.
7. A minimum of two staff members are required for parties with 30 or less participants. Parties with over 30 participants will require additional staff at an additional charge per party.
8. All motor vehicles must be parked in designated parking areas. Only vehicles with handicap parking permits may park in handicap spaces. Violators will be cited or towed away at owner’s expense.
9. Groups of minors shall be supervised minimally by one adult for every 25 minors at all times when using any City facility.
10. All groups and individuals using City facilities must comply with City, County, State, and Federal Laws. Failure to abide by these laws or established Parks, Recreation, and Community Services Department Policies and regulations shall result in the loss of an “Agreement for Use” and forfeiture of all fees.
11. Changes, alterations, or defacement of property to any facility, its furnishings, or equipment will not be permitted. Any person or group causing damage to property or equipment will be required to pay for current cost of repair, including labor, or replacement to restore furnishings or equipment to its original condition. Until full payment for damage is received, the City of Santa Clarita will deny future application/registration for all programs.
12. Smoking, alcohol, or tobacco use is prohibited on City Property.
13. Animals are not permitted in the facility except for those that are used in aiding a person with a disability.
14. Possession of firearms and/or weapons is strictly prohibited.

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15. All individuals shall agree to hold the City of Santa Clarita, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from any liability for damages and claims for personal injury including death, as well as from claims for property damage which might arise from the use of City facilities and/or furnishings.
 16. The City is not responsible for lost or stolen items.
 17. Food and other items may be delivered and picked up only during rental hours.
 18. Denial of “Agreement of Use” may be made by the Parks, Recreation, and Community Services Department on the basis of the following reasons:
 - a) The applicant has failed to comply with all the conditions required for the event.
 - b) The nature of the event may endanger the participants, equipment, or staff.
 - c) Or based on any substantive reason(s) as deemed by the City.

B. FEES/CHANGES/CANCELLATIONS/REFUNDS:

1. Fees will be assessed for all events as set forth by the City Council in the current City of Santa Clarita Schedule of Fees and Charges.
2. Incomplete or inaccurate information provided by the applicant on the contract may result in cancellation of the event and forfeiture of all fees.
3. Cancellation of reservation by the applicant must be submitted in writing.
 - a) If written cancellation is received at least 10 business days prior to the event date, a full refund will be issued.
 - b) If written cancellation is received less than 10 business days prior to the event date, fifty-percent (50%) of fees will be forfeited.
 - c) If the event is cancelled due to family emergency or illness, a full refund may be issued with a doctor’s note upon approval of the Recreation Supervisor.



City of Santa Clarita
Parks, Recreation, and Community Services Department

Canyon Country Community Center Party Packages - Reservation Application

Instructions:

Please fill out each section of this *Party Packages – Reservation Application* completely. Sign to acknowledge that you have received and reviewed the attached *Party Packages Agreement for Use, Permission to Participate* and *Code of Conduct*. Application must be submitted at least 14 days prior to event with payment.

Contact Name: _____ Phone: () _____

Address: _____ City: _____ Zip: _____

Cell: () _____ E-Mail: _____

Guest of Honor's Name: _____ Age: _____

Event Date & Time: (Parties are held every Saturday and Sunday of the month)

Saturday:
2:00 - 4:00 p.m.

Sunday:
10:00 a.m. - 12:00 p.m. or 2:00 - 4:00 p.m.

Selected Date: _____ **Time:** _____

of Participants: _____ Age Range: _____

Special Requests for Activities: _____

All Birthday parties are subject to the following fees:

\$225 up to 15 children (\$300 NR*)

\$15 each additional child (\$20 NR*)

Additional Staff (over 30 children – 1:15 ratio) - \$30 per staff

* Non-resident fee (NR) based on applicant's address

I would like to reserve the following theme:

Hip Hop and Rock

Jungle Safari Time

Extreme Sports

Zany Science

Form of Payment:

- Cash
- Check (Made payable to "City of Santa Clarita") Check # _____
- Money Order
- Visa Card
- MasterCard
- American Express
- Discover

Credit Card #: _____ Exp. Date: _____

Cardholder's Name (Print): _____ Security Code _____

Signature: _____ Date: _____

Please return application in person to:

Canyon Country Community Center
18792 Flying Tiger Drive
Santa Clarita, CA 91387
Phone: (661) 290-2266

Permission to Participate: I have the authority and voluntarily agree to participate, or for my children to participate in City operated activities or programs, or any extensions thereof. I hereby waive, release, and hold harmless from any liability or claims for damages for personal injury, including death, as well as from claims or property damage which may arise in connection with such activities or programs, against the Supervisors, City of Santa Clarita, and its elected and appointed officials, agents, and employees. As a parent/guardian, I hereby consent to treatment of my minor child for any and all medical procedures deemed necessary as a result of accident or injury. I further agree to pay any and all costs incurred as a result of said treatment. I hereby give permission to the City of Santa Clarita to use my, or my child(ren)'s photographs as they see fit for promotional purposes. I understand the photographs belong to the City of Santa Clarita, and I will not receive payment of any kind.

Code of Conduct: By submitting this party application, you, for yourself or on behalf of your minor child, agree to abide by the policies and conditions of the City of Santa Clarita Parks, Recreation, and Community Services Department "Code of Conduct." (For the complete Code of Conduct policy, see our website at, www.santa-clarita.com/cccc)

I acknowledge that I have received and reviewed the *Party Packages Agreement for Use*, the *Permission to Participate* and the *Code of Conduct* and agree to adhere to the policies and procedures outlined.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY

Application: Approved Denied Resident Non-Resident

Reason, if denied: _____

Recreation Coordinator: _____ Date: _____

- Hip Hop and Rock
- Extreme Sports
- Jungle Safari Time
- Zany Science

of Participants: _____ @ _____

Additional Participants: _____ @ \$15.00/ child (\$20.00 NR*) _____

Additional Staff: _____ @ \$30.00 _____

Received Date: _____ Total: \$ _____