



## Birthday Party Acceptance Form

Thank you for choosing the North Clackamas Aquatic Park for your event! Please read all the following terms and conditions that will apply to you and your group while on the premises. Failure to observe any of the following may lead to additional fees and/or denial of rental. Please read carefully and initial.

### Payment Terms and Conditions

1. Full payment will be made at the time of the reservation.
2. Payment may be made via credit, debit, check or cash. We accept Visa and Mastercard.
3. Number of guests includes all individuals in the party room, if you have more guests than you indicated on your reservation, additional fees will be due upon check out.
4. Cancellation with 7 days or more notice will result in a full refund minus a \$20.00 cancellation fee.
  - a. Cancellation of an event with less than 7 days prior notice will result in a full refund minus a \$30.00 cancellation fee.
  - b. If your party is a no show the day of the event, you can receive a full refund minus a \$50.00 fee.
5. Events booked less than 7 days prior to the event date will be charged a \$20.00 late fee.
6. A \$50.00 damage fee will be assessed if the staff find that the room requires additional sanitizing and/or is damaged.
7. Refunds can take up to 4 weeks to process and will be subject to a \$10.00 processing fee.

*I have read and agree to the payment terms and conditions*

Initials: \_\_\_\_\_

### Event Terms and Conditions

1. The Surfs Up Café will provide plates, cups, napkins, utensils and a couple of colored latex balloons.
  - a. Any further decorations will be up to you (candles, extra balloons, etc.).
  - b. Confetti, glitter, silly string, piñatas, sparkler/trick candles, or party poppers are not permitted.
  - c. All decorations must be hung up with masking tape. No tacks, nails, or staples.
2. We appreciate your assistance in leaving the party room as you found it.
3. After the event is completed, the renter will check out with the front desk staff. If the staff find that the room requires additional cleaning and/or is damaged, the damage fee will be charged.
4. Eating and drinking is allowed in designated areas only.
5. No outside food or beverages besides water are permitted inside the building. Outside food and beverages can only be consumed outside of the Aquatic Park building.
  - a. The only exception to the above is a store bought dessert item.
6. Children 8 and younger must be accompanied in the water by a responsible supervisor, 13 years or older at a three-to-one ratio.
7. All other facility rules apply during the entire duration of the event.

*I have read and agree to the event terms and conditions*

Initials: \_\_\_\_\_

***I have read all terms and conditions. Failure to agree to the acceptance form will result in an immediate termination of your rental.***

Name: \_\_\_\_\_

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

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

### Staff Only

Date of Event: \_\_\_\_\_

Room Inspection Conducted by: \_\_\_\_\_

Time: \_\_\_\_\_ AM/PM

Damage Fee Charged?  YES  NO

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

Reason: \_\_\_\_\_