

# Mansfield Community Center Party Form

Please take the time to review the information below and return this form to the Mansfield Community Center **with payment in full** to request a room for your party. Party requests and full payment **MUST** be received **at least two weeks in advance** for planning purposes. Please call 860-429-3015 for more information. **Please note that parties must include the Arts and Crafts Room or the Community Room.** Your reservation is not confirmed until you receive a detailed confirmation receipt. Pick a second choice in case your first choice is not available.

Parent's Name \_\_\_\_\_ Child's Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Child's age \_\_\_\_\_ T-shirt size (circle) **YS YM YL** # of party guests \_\_\_\_\_ # of extra adults \_\_\_\_\_

Address \_\_\_\_\_

Street

City

Zip Code

**Room requested** \_\_\_\_\_ **2nd choice** \_\_\_\_\_

**Date requested** \_\_\_\_\_ **Alternate Date** \_\_\_\_\_

**Time Requested** \_\_\_\_\_ **Alternate time** \_\_\_\_\_

Party Room	Member Price	Non-Member Price	Total	
Community Room	\$100	\$200		
Community Room w/kitchen	\$150	\$270		
Arts & Crafts Room	\$50	\$100		
Arts & Crafts Room w/Teen Center	\$110	\$220		
Add-on Food and Decor	Price		Colors/Flavor	Total
	*paid at form submission based on est. headcount			
Cheese Pizza	\$16 per pizza (feeds 3-5) @ _____ pizzas		N/A	
Juice Boxes (8 count pack)	\$5 per pack @ _____ bottles		Apple ___ Fruit Punch ___	
Decorations (tablecloths, paper goods, streamers)	\$40		Colors (up to 2): _____	
Add-on Activities (1 <sup>st</sup> hour of party)	Member Price	Non-Member Price	Theme	Total
Splash Bash	Up to 15 guests: \$150 16-25 guests: \$200	Up to 15 guests: \$200 16-25 guests: \$250	Inflatable: _____	
Sports & Games	\$75	\$125	Games: _____	
Giant Gym Slide	\$150	\$200	N/A	
Pre-School Play	\$45	\$90	N/A	
Paint Party	\$50 base fee plus \$10 per guest (max 15)	\$100 base fee plus \$10 per guest (max 15)	Theme: _____	

Full payment due at time of submission.

**Party Grand Total:** \_\_\_\_\_

Separate \$25 security deposit required if paying with cash or check.

<b>For Office Use Only</b>	
Received By _____	<b>Method of Deposit:</b> Check or Card
Date _____ Time _____	Card Type: _____ Card Exp. _____

Revised 04/08/2022