



**IMPORTANT INFORMATION**

**SCHEDULING AND PAYMENT**

All birthday parties should be scheduled at a minimum of 2 weeks in advance, and are pending availability.

A rental agreement must be completed and signed, along with a \$75 retainer in order to reserve your date. Retainers are refunded if canceled at least 14 days prior to the event.

All parties are a two hour minimum. Additional time is available at \$100 per each additional hour.

The remaining balance must be paid in full 14 days prior to the event. If the event is scheduled with less than a 2 week notice, the fee must be paid in full at the time of the reservation. Failure to pay in a timely manner will result in cancellation of our reserved date and forfeiture of your retainer.

Parties are limited to 12 children. Additional children are \$8 each.

**EVENT TIME**

Events must be completed and cleaned up by no later than the length of the agreed upon rental time. If an event extends beyond the approved time, an additional fee of \$50 per every 15 minutes past the scheduled event time.

Events are permitted to begin set-up 30 minutes prior to the event and include a 30 minute post event clean-up. Additional fees will apply for set-ups requiring additional time beyond the 30 minutes.

**FOOD AND DECORATIONS**

All food brought into the premises must recognize Jewish traditions and must not contain pork nor shellfish.

Please bring your own decorations, cake and refreshments. Refrigeration is unavailable.

All decorations brought into the JCC must be removed at the conclusion of the event.

**OTHER**

We take pride in our facility and expect the highest behavior standards of our staff, our members and our guests. Individuals or groups who damage JCC or personal property, or are disruptive, may be asked to leave the facility without refund. The Renter assumes full responsibility for the character, acts, and conduct of all persons admitted on premises for event. The Renter is responsible for all loss or damages to the premises caused by Renter's event.

The JCC is not liable for loss or damage to any personal property.

By signing, I am in agreement to the above mentioned terms.

Name of Renter \_\_\_\_\_

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

## JCCindy BIRTHDAY PARTY INQUIRY FORM

### CONTACT INFORMATION

RENTER'S FIRST AND LAST NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

ARE YOU A CURRENT MEMBER? YES \_\_\_\_\_ NO \_\_\_\_\_ MEMBER # \_\_\_\_\_

### PARTY INFORMATION

DATE OF PARTY \_\_\_\_\_

ALTERNATE DATES (IF UNAVAILABLE) \_\_\_\_\_

TIME OF PARTY (Start and End Times) \_\_\_\_\_

TYPE OF PARTY \_\_\_\_\_

NAME OF BIRTHDAY CHILD \_\_\_\_\_ AGE OF BIRTHDAY CHILD \_\_\_\_\_

GUEST AGE RANGE \_\_\_\_\_ NUMBER OF GUESTS: ADULT \_\_\_\_\_ CHILDREN \_\_\_\_\_

I hereby release and hold harmless the JCC, its employees, agents and representatives from and against any and all losses, claims, damages, expenses or other liability which might result from any injuries or death or property damage sustained by me/my child while at the JCC (whether or not such injuries are caused by acts of commission or omission or by negligence of the JCC) or which relate to the emergency or medical treatment of me/my child.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

I consent to the use of my/my child's photograph by the JCC for publicity purposes.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

Please return both completed forms to the JCC Desk or via email to [rentals@jccindy.org](mailto:rentals@jccindy.org)