

## Anderson Building Sports Birthday Party

Sports Birthday Parties at the Anderson Building include 3 hours of full access to the gymnasium for games and the classroom for pizza, cake, and presents. Contact Mackey Power, Athletic and Facility Coordinator at 303.205.7567 [mpower@ci.wheatridge.co.us](mailto:mpower@ci.wheatridge.co.us) to schedule your party. All rentals are contingent upon the availability of facility space, holiday closures, and maintenance schedules.

**\*\*All reservation requests are processed on a first come first serve basis\*\***

The Sports Birthday Party Package includes 3 full hours of access to the gymnasium with your chose of up to 3 sports/activities, use of the classroom for food and gifts, 30 minutes for set-up/decorating, and 15 minutes for clean-up. Parties may bring up to 10 guests, not including the birthday kid and their immediate family. Additional guests will be charged at a rate of \$7 per guest. Add on 60 minutes of sports instruction with our Recreation Leader Meghan Stoltz for an extra bonus to your party (instructor availability dependent).

### **Sport/Activity Options:**

Floor Hockey – Basketball - T-Ball – Soccer – Volleyball - Jump Rope - Hula Hoop - Bowling

### **Fees: (+3.5% tax)**

Damage Deposit	\$75
Rental Fee	\$215

### **Add Ons:**

60 Minute Sports Instruction	\$30
Additional Guests	\$7/per guest

Birthday party requests must be placed at least 3 weeks in advance and are subject to space availability. Party reservations are not confirmed until damage deposit is received. Reservation fees must be paid in full no less than 10 days in advance. Party reservations are subject to cancelation if fees are not received.

Please visit or call the Wheat Ridge Recreation Center at 303.231.1300 for payment processing.

### **Cancellation and refund Policy:**

Party cancellations must be placed 7 days in advance to receive a full refund. Cancellations placed less than 7 days in advance will forfeit their damage deposit. A \$5 processing fee will be charged for all refunds. Damage deposits will be refunded within 1 week after the reservation provided, there is no damage or excessive cleaning required.

Reservations will not be responsible for reservation fees in the event of City or Facility Closures. Party reservations will either be refunded or credited for cancelled time.

Party reservations must check-in with the Facility Assistant at the Front Desk upon arrival. At the conclusion of the party, the Facility Assistant will perform a walkthrough of the utilized space with you to assess any damages or cleaning and note time of departure. Signature on reservation form is required for damage deposit refund.

### **Post Rental Clean up:**

The User Group is responsible for completing the following:

- Return all table, chairs, and benches to their original position.
- Pick up and appropriately dispose of all trash.
- Inform Facility Assistant of any spills, broken/defective equipment, and lost and found items.
- Remove all personal items and/or furnishings from building immediately following the event.