



## **BRC Facility Rentals & Party Packages**

- **Choose 1:** Basketball, Pool or Wallyball (Room included)
  - Package includes 1-hour, 15-minutes in activity area & 45-minutes in party room
  
- **Choose 2:** Basketball, Pool or Wallyball (Room included)
  - Package includes 2-hours, 15-minutes in activity area & 45-minutes in party room
  
- **Bounce Rental (Additional Cost)**
  - Slide
  - Castle
  - Hoops

\*\* Rent two, get the third one free. Also, receive an extended limit of 5 participants at no extra cost.

\*\*Limit of 20 participants. If more than 20 participants it is \$5 for each additional person to a maximum of 25.
  
- **Room Only (Large or Small Meeting Room) – 2 hour minimum**

\*\*Limit of guests are dependant on room rented
  
- **Basketball Court Rental**
  - 1 Goal 1 hour
  - 1 Goal 2 hour
  - Full Court 1 hour
  - Full Court 2 hour
  
- **Pool Rental**
  - Pool 1 hour
  - Pool 2 hour
  - Pool Lane 1 hour
  
- **Boy Scout Lane Rental**
  - Contact Program Manager for details

**Please see next page for Rules & Regulations**

# BARTLETT RECREATION CENTER RENTAL RULES & REGULATIONS

## I. Reservations:

- a. All reservations are made on a first come, first serve basis.
- b. The reservation is confirmed when the security deposit as well as the signed rental agreement is received.
- c. The security deposit amount is \$150.
- d. See cancellation policy for refund questions.

## II. Cancellations

- a. Events cancelled more than 60 days prior to the event will receive the entire security deposit all of the rental balance that is paid.
- b. Events cancelled 30 - 60 days prior to the event will receive 75% of the security deposit and all of the rental balance that is paid.
- c. Events cancelled 15 - 29 days prior to the event will receive 50% of the security deposit and all of the rental balance that is paid.
- d. Events cancelled less than 14 days prior to the event will forfeit the security deposit, as well as the rental balance.

## III. Payment:

- a. The Bartlett Recreation Center (BRC) will accept payment in the form of cash, check or credit card (MasterCard or Visa).
- b. Final payment is required two weeks prior to the event.
- c. The renter acknowledges that if the event runs past the contractually agreed upon end time; the renter will be billed at a rate of \$25/ 15 minute increments. The cost will be deducted from the security deposit.
- d. Any costs that exceed the security deposit will be the responsibility of the renter.

Initial: \_\_\_\_\_

## IV. Cleaning & Damages

- a. The renter is responsible for normal cleaning after an event including the disposal of trash into waste cans, collecting any event materials or decorations, and cleaning the kitchen area and all equipment (if used). Any left over food must be removed from the premises.
- b. Any and all costs associated with cleaning and/or damages related to the event that are deemed to be above and beyond normal wear and tear are subject to forfeiture of the security deposit.
- c. Any damages exceeding the security/rental deposit are the responsibility of the renter.
- d. The renter is expected to return facilities and property in the same condition in which it was provided.
- e. The security deposit will be refunded within 10 business days of the event, minus any charges incurred for damage, cleaning, or overtime.

## V. Activity Areas

- a. Each activity area is provided for 1 hour 15 minutes unless additional time is purchased
- b. You will have access to the party room for 45 minutes.
- c. You will be given 15 minutes prior to and 15 minutes after your party rental time to set-up and take down. (See Section III-c)

## VI. Setup/Decorating

- a. Taping, pasting, tacking, pinning, nailing, or otherwise attaching items to walls, windows, doors, ceilings, floors or furnishings is not allowed.
- b. No use of, confetti, glitter, rice, bubbles, processed snow, fog machines or other substances requiring excessive cleanup will be allowed inside the building.

## VII. Fire Prevention:

- a. This a smoke-free facility.
- b. Sterno warmers are acceptable for use only in designated areas and shall be supervised at all times.

## VIII. Alcohol/Tobacco Products

- a. Neither alcohol nor tobacco products (including smokeless tobacco, e-cigarettes and “vaping” devices) are allowed in the facility at any time.

## IX. Entertainment:

- a. The renter is responsible for any applicable licenses for live or recorded music to be performed.

## X. Publicity:

- a. The renter is not to promote their event as a City of Bartlett or Bartlett Recreation Center sponsored event unless agreed upon in writing in advance of the event.

## XI. Hold Harmless:

- a. The customer agrees to hold harmless the City of Bartlett, Bartlett Recreation Center and all those affiliated with these agencies in the event of any personal injuries, loss of life, theft or damages resulting from the use of the Bartlett Recreation Center

Please sign and date below to verify you have reviewed all rules, regulations and all above information and that you understand and will comply with each rule.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date