



# GROUP EVENT REQUEST FORM

(All events are subject to availability & approval)

Parks and Recreation Department: (402) 443-4174

Reservation Name: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date: \_\_\_\_\_ Time Slot (two-hour maximum for Super Parties): \_\_\_\_\_

**Please Note: The party/event needs to be completed by the time listed above.  
An additional fee of \$5 for each 5 minutes past the end time will be charged.**

## Select Your Group Event Preferences...

### Meeting Room Rental:

\$20/hour + \$2/guest admission (plus tax)

- ❖ Exclusive use of meeting room during regular Civic Center hours
- ❖ \$2 per guest (plus tax)
- ❖ Renter responsible for basic meeting room clean up (checklist provided)
- ❖ Use of pool & gym; shared with members & patrons

### Super Party:

\$140 – Member (plus tax)

\$175 – Non-member (plus tax)

- ❖ Two hours in meeting room **after regular Civic Center hours**
  - ❖ 20 Free admissions to Civic Center (\$2 for each additional guest + tax)
  - ❖ 3 helium balloon bouquets
  - ❖ Personalized digital Happy Birthday signage
  - ❖ Exclusive, private use of pool & gym
- Additional Opinions:
- Happy Birthday banner
  - 4ft Blow up Cake

If this is a child's birthday, tell us: Child's Name: \_\_\_\_\_ Age being celebrated: \_\_\_\_\_

Balloon colors (Super Parties only...choose up to three): \_\_\_\_\_

<b>FOR STAFF ONLY:</b>	AMOUNT DUE FOR SELECTED PACKAGE = \$ _____
TOTAL # of GUESTS EXCEEDING PACKAGE FREE ADMISSIONS _____	x \$2.00 = \$ _____
	SALES TAX = \$ _____
	TOTAL DUE = \$ _____
FORM OF PAYMENT:    Credit/Debit Card    Cash    Check	