



GROUP EVENT REQUEST FORM

(All events are subject to availability & approval)

Parks and Recreation Department: (402) 443-4174

Reservation Name: _____ Type of Event: _____

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

Balloon colors (choose up to three): _____

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

FOR STAFF ONLY:

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