



## MCRPD Gymnastics Studio Birthday Party Rental Agreement

This Rental Agreement ("Agreement") is made between the **Mendocino Coast Recreation & Park District (MCRPD)** ("Provider") and the **Renter** (parent/guardian of the birthday child), collectively referred to as the "Parties."

Party Date \_\_\_\_\_

Name of Person Celebrating and Age \_\_\_\_\_

Age range of Party Attendees \_\_\_\_\_

Amount in attendance (max 10) \_\_\_\_\_

### 1. Event & Rental Details

- **Type of Event:** Gymnastics Studio Birthday Party
- **Location:** MCRPD Gymnastics Studio, 100 N. Main St., Fort Bragg, CA
- **Duration:** 90 minutes of supervised, instructor-led activities for up to 15 children
- **Rental Fee:** \$250 flat rate per party
- **Food & Drinks:** Snacks and beverages are **allowed only in the kitchen** at the **end of the party**. Partygoers may not go back and forth between the studio and kitchen once food service begins.

### 2. Reservation & Payment Terms

- **Availability:** Parties are available on Sundays only. 12:30PM -2:30PM or 3PM -5PM
- **Reservation Process:** To check availability and reserve, Renter must call 707-409-0760 or email [info@mcrpd.us](mailto:info@mcrpd.us).
- **Payment:** Full payment is due at the time of reservation to secure the date.

### 3. Responsibilities & Rules

- **MCRPD Responsibilities:**
  - Provide one qualified instructor to lead warm-up, instruction, and open gym time.
  - Set up and take down equipment (mats, bars, beams, silks, etc.).
  - Establish rules
  - Collect waivers
- **Renter Responsibilities:**
  - Ensure all participants wear appropriate athletic attire and follow safety rules.
  - Provide and serve any snacks in the kitchen only at designated time (No back & forth)
  - Manage guest behavior in both the gym and kitchen areas.

- Clean up of party supplies, décor and food items.
- **Prohibited:**
  - Food or beverages in the studio.
  - Dangly jewelry
  - Returning to the gym once food service in the kitchen has begun.

## 4. Cancellation & Rescheduling

- **Cancellation:** Cancellations made at least 14 days before the event will receive a full refund. Cancellations within 14 days are non-refundable.
- **Rescheduling:** Subject to availability and must be requested at least 7 days in advance.

## 5. Liability

- **Waiver:** Each participant's parent/guardian must sign a waiver prior to the event and leave emergency contact phone number.
- **Damage:** The Renter is responsible for any damages caused by guests beyond normal wear and tear.
- **Insurance:** Renter is not required to provide insurance coverage.

## 6. Miscellaneous

- **Compliance:** Guests must comply with staff instructions at all times. Unsafe behavior may result in early termination of the event without refund.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Staff:

Date received: \_\_\_\_\_ Initials: \_\_\_\_\_

Payment method: \_\_\_\_\_