



Mendocino Coast Recreation and Park District

Skate/ Sport Party Agreement

APPLICANT INFORMATION

Name/Organization: _____

Telephone: _____

Email Address: _____

Mailing Address: _____

Rental Date: _____

Start and End Time: _____

Number of Attendees: _____

Ages of attendees: _____

PARTY DETAILS

Host your next event with MCRPD at the **Old Rec Gym**, 213 E. Laurel St., Fort Bragg! Choose from **Skate Parties, Futsal, Basketball**, or create your own custom party experience.

Included Amenities:

- Use of the Old Rec Gym for **2 hours** of party time
- **30 minutes** for setup and **30 minutes** for cleanup
- Equipment provided depending on activity (e.g. **skates, balls, lights, and music**)
- MCRPD staff to support for your event

IMPORTANT BOOKING INFORMATION

- Parties must be **booked at least two (2) weeks in advance**.
- At least a **\$50 deposit** is required at the time of booking. OR PAY IN FULL
- A **signed agreement** must be submitted to confirm your reservation.
- **Final payment** of \$250 is due **one (1) week prior to the party date**.
- **Cancellations:**
 - Must be made **more than 48 hours in advance** for a refund of the deposit.
 - Cancellations made **within 48 hours** of the event will **forfeit the \$50 deposit**.

- All bookings are **subject to staff and gym availability** — reserve early to secure your preferred date and time.
- All participants must have a parent or guardian sign a MCRPD waiver upon arrival.

PAYMENT INFORMATION

- **Deposit:** \$50 due upon booking OR Pay in FULL
- **Final Payment:** \$200 due one week before event (total \$250)
- Cash, Venmo, or Check accepted - Checks payable to **MCRPD**

CONFIRMATION

To confirm your reservation:

1. Email this completed and signed agreement to **info@mcrpd.us** or call **707-409-0760**.
2. Submit your deposit and confirm the final payment schedule.

LIABILITY & FACILITY USE AGREEMENT

By signing below, the applicant agrees to:

- Follow all facility rules and instructions from MCRPD staff.
- Be responsible for the conduct of all guests.
- Leave the facility clean and in good condition.
- Accept liability for any damages that occur during the rental period.
- Acknowledge that MCRPD is not responsible for loss, injury, or accidents during the event.

Applicant Signature: _____ **Date:** _____

MCRPD Representative: _____ **Date:** _____