



# Party Package

Book your party today at the Moultonborough Recreation Department,  
and make it a day to remember!

(Birthday, baby shower, wedding shower, anniversary, retirement, graduation or any other celebration)

Moultonborough Residents: \$55

Non Residents: \$75

## Party Includes:

- 2 Hour Rental of the Recreation Department (game room, activity room, & the meeting room for cake & presents)
- Up to 15 kids for Birthday Party
- Tables & Chairs
- Use of equipment
- One Staff member

## Equipment: (please check)

### Indoor:

- |               |                    |                     |                      |
|---------------|--------------------|---------------------|----------------------|
| Balls _____   | Karaoke _____      | TV/DVD _____        | Parachute (sm)_____  |
| Legos _____   | Tunnels _____      | Ring Toss _____     | Hula Hoops _____     |
| Wii _____     | Jump Ropes _____   | Bean Bag Toss_____  | Sport Shot _____     |
| Blocks _____  | Balance Beam _____ | Washer Toss _____   | Knee Hockey _____    |
| Skippers_____ | Hop Scotch _____   | Carnival Games_____ | Romper Stompers_____ |

### Outdoor: (seasonal)

- |                  |                   |                      |                           |
|------------------|-------------------|----------------------|---------------------------|
| Bocce _____      | Dodgeball _____   | Basketball _____     | 6 ft Inflatable Ball_____ |
| Soccer _____     | Ladder Ball _____ | Wiffleball _____     | Pop Up Tent _____         |
| Volleyball _____ | Croquet _____     | Poleish Frisbee_____ | Other (If available)      |
| Badminton _____  | Horseshoes _____  | Parachute (lg) _____ | _____                     |

Game Room Includes: Foos-ball, Pool or Ping Pong, Air Hockey, Magnetic Darts, &TV/DVD

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## ADD-ONS:

 Add-Ons must be requested at the time of submitting this application.

\_\_\_\_\_ **Additional time:** The space will be rented at a rate of \$25/ hour after the initial 2 hours.

\_\_\_\_\_ **Arts & Crafts: \$1 / guest per craft** (Each guest will complete one project.)

- |                        |                                      |                      |
|------------------------|--------------------------------------|----------------------|
| Scratch Art _____      | Themed Coloring Pages_____           | Other (if available) |
| Crazy hats _____       | Popsicle Stick Chameleon _____       | _____                |
| Gimp & Beads _____     | Rubber Band/Friendship Bracelet_____ |                      |
| Colored Macaroni _____ |                                      |                      |

Event total: \$ \_\_\_\_\_

Payment received by: \_\_\_\_\_

Parents **MUST** supervise children during all activities with a ratio of 1 adult to 10 children in each room.

## Moultonborough Recreation Department

PO Box 411  
10 Holland St.  
Moultonborough, NH 03254  
603-476-8868

Name: (Permit Holder) \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Requested Date & Time: \_\_\_\_\_ (if available) Total # guests: \_\_\_\_\_

Type of Gathering: \_\_\_\_\_ If child's Birthday Party: Age of Child \_\_\_\_\_

## Moultonborough Recreation Department (MRD) Rental POLICIES

- Payment must be received with this application form.
- Permit Holder & ALL guests must vacate the facility within 30 minutes of their scheduled time. If the facility is not vacated, the Permit Holder will be responsible for paying for each additional hour at the rate of \$20/hour (Minimum payment is \$20 for additional time).
- Alcohol & tobacco products are NOT permitted in the building or on the premises.
- Permit Holder must submit application two weeks prior to the event.
- A Recreation Staff member will be present at all events.
- MRD must approve any alterations to the facility (decorations), prior to the event.
- MRD cannot store items for the Permit Holder. All food & supplies are supplied by Permit Holder.
- Cancellation Policy**-In order to receive a refund a 3 day notice is required when cancelling. Cancellations within 3 days can be rescheduled at a later time. A NO Show or NO call will void the permit and forfeit entire payment.
- Any additional requests or changes to the signed permit must be approved by MRD.
- Once the permit is approved, you will receive an email confirmation.
- Applications must be complete in order to process.
- Decorations may not be hung with tape or thumb tacks on any surface. Sticky Tack is the only adhesive allowed.
- Permit Holder is responsible for removing all decorations, being sure that all food & trash are put in receptacles, and all equipment is gathered and placed where it was found.
- Drinks MUST be in the form of juice boxes or pouch containers, to avoid spills at children's parties.
- MRD will process applications within four days of receipt. We will email the signed application to you.
- Applications may be submitted by email to: [mbengtson@Moultonboroughnh.gov](mailto:mbengtson@Moultonboroughnh.gov) or [dtatro@moultonboroughnh.gov](mailto:dtatro@moultonboroughnh.gov)

I, \_\_\_\_\_, agree to hold harmless the Town of Moultonborough Recreation Department, commissioners, staff, volunteers, coaches, and instructors for accidents that may result for the entire event. The requesting person assumes any and all responsibility when using the facility for special use and will see that the facility is cleaned and made presentable before leaving the premises and will immediately report any damages. The Town of Moultonborough reserves the right to bill the permit holder for any unforeseen expenses or damages to our property. I have read, understand, and will adhere to the above policies.

X \_\_\_\_\_  
Signature of Permit Holder Date

<b>For Office Use Only:</b>	Approved	or	Denied	by _____
Fee Charged \$ _____	Fee Paid \$ _____		Date _____	
Staff covering event:	_____			
Notes:	_____ _____			