

# BIRTHDAY PARTIES

at the  
**METROWEST YMCA**  
**HOPKINTON**



**METROWEST YMCA**

45 East Street, Hopkinton MA 01748

Call: (508) 435-9345

Click: [www.metrowestymca.org](http://www.metrowestymca.org)

# BIRTHDAY PARTY INFORMATION

## MetroWest YMCA-Hopkinton

Thank you for choosing to have your party at the MetroWest YMCA at Hopkinton. The following information is to better assist you with the preparations for your party!

- Party time is two (2) hours, first hour is spent with an activity and second hour is spent using the Hayes Lodge with the exception of the Vertical Party.
- The MetroWest YMCA at Hopkinton will have an on site party supervisor to lead activities for the first hour and to assist with any other party needs you may have during the second hour.
- All activity participants must be ready to move around and be dressed accordingly.
- The MetroWest YMCA does not provide any food or paper supplies, including plates, utensils and decorations.

### Party Choices Include:

**Traditional Party:** This party can be spent doing classic games, like pin-the-tail-on-the-donkey, musical chairs, or other games chosen by the YMCA staff. Outside sources of entertainment may also be brought in for the party. (Ages 3 and up)

**Camp Games Party:** Did you have fun at camp? Well, we can play all those GREAT games at your birthday party! Different styles of Tag, Relay Races, 4 square, Kickball, Nuke.em and other movement/team games. (Ages 5 and up)

**Outdoor Sports Party:** (spring, summer and fall only) PLAYBALL!! We can play Soccer, Flag Football, Ultimate Frisbee, Street Hockey, Basketball, Kick Ball, Beach Volleyball and more!! (Ages 7 and up)

**Archery Party:** (spring, summer and fall only) Show off your Robin Hood skills at our Archery Range! We will set up our targets as you take aim to get your Bull's Eye! Archery will be supervised by an experienced staff member. (Ages 7 and up)

**Vertical Party:** Are you ready to **CHALLENGE** yourself? Would you have the same answer if you were 25 feet off the ground? Come try our Climbing Tower, as well as other HIGH challenge Course Activities. Party will have one and one half hour (1 ½ hour) on the Challenge Course and one half hour (1/2) in our picnic area adjacent to the activities. Helmets, Harnesses, and trained/qualified staff will be on site to run this party. Signed waivers must be turned in for each participant. Participants **MUST** wear sneakers, no sandals. (Ages 10 and up)

### Other Party Notes:

- The full price of the party must be paid in full one week prior to the party date being fully booked and reserved (no parties will run without full payment being made at least a week ahead of time).
- The reservation of date and time, facilities, and program services are not finalized until the person arranging the party signs the proper paperwork with payment and then is confirmed by a representative of the MetroWest YMCA at Hopkinton.
- \$50 of the full payment will act as a non-refundable deposit in case of cancellation or other discrepancies. Other fees or refunds will be discussed on an individual basis.

### Party Prices:

**Traditional, Camp Game, and Outdoor Sport Parties** - \$140.00 for the first 20 *people*. For each additional person there will be a \$7.00 per person charge.

**Archery Party** - \$150.00 for the first 10 *people*. For each additional person there will be a charge of \$10.00 per person. Archery parties are limited to 20 *people*.

**Vertical Party** - \$170.00 for the first 10 *people*. For each additional person there will be a charge of \$17.00 Vertical parties are limited to 20 *people*.

**PLEASE FILL OUT AND SIGN THE FOLLOWING 3 FORMS:**

**1. PARTY REQUEST FORM**

**2. BIRTHDAY PARTY AGREEMENT FORM**

**3. REQUEST FOR AUDIO, CAMERA & VIDEO USE FORM.**

**TURN FORMS IN WITH DEPOSIT PAYMENT TO THE  
METROWEST YMCA, HOPKINTON OR THE MEMBER  
SERVICE DESK.**

**IF YOU HAVE ANY QUESTIONS PLEASE CALL THE  
METROWEST YMCA, HOPKINTON AT 508-435-9345 XT 12**

# PARTY REQUEST FORM

Type of party: \_\_\_\_\_ Traditional \_\_\_\_\_ Camp Games \_\_\_\_\_ Outdoor Sports  
\_\_\_\_\_ Archery Party \_\_\_\_\_ Vertical Party

1st Choice Date for Party: \_\_\_\_\_ 2nd Choice Date for Party \_\_\_\_\_

Time of Party: \_\_\_\_\_  
(Starting at or after 10am and ending at or by 6pm)

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Total number of people anticipated: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Birthday Boy/Girl: \_\_\_\_\_ Age (turning): \_\_\_\_\_

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## FOR OFFICE USE ONLY

Reservation Form completed \_\_\_\_\_ Agreement Form Completed \_\_\_\_\_

Video/Camera Release \_\_\_\_\_ Deposit Received: \_\_\_\_\_ Date: \_\_\_\_\_

Entered on calendar: \_\_\_\_\_

# METROWEST YMCA HOPKINTON BRANCH

## BIRTHDAY PARTY AGREEMENT

### Terms and Conditions\*:

\*Rules for acceptance and participation in programs at MetroWest YMCA are the same for everyone without regard to age, race, color, religion, sex, handicap, or national origin.

**1. Description of Premises.** MetroWest YMCA agrees to permit Licensee to use the property identified in the Agreement as "Facility" according to the following terms and conditions. The Agreement includes the use of all Improvements to the Facility, except those for which MetroWest YMCA expressly excludes by so notifying the Licensee's representative upon his/her arrival at the Facility. The MetroWest YMCA will provide the Facility and or services agreed upon on the days and times noted in this Agreement

**2. Use of Premises and Schedule** - During the term of this Agreement. Licensee shall use the Facility for conducting a program of its own design, or be participating in a program designed by MetroWest YMCA. Licensee shall comply with all applicable laws, codes, and regulations and shall notify MetroWest YMCA of the nature of its program, and shall promptly supply MetroWest YMCA with information concerning the program upon request by MetroWest YMCA. **MetroWest YMCA prohibits hunting, fireworks. Alcohol. Smoking and pets at the Facility.** The use of gasoline, flammable, poisonous substances, and hand and power tools are restricted. Prior authorization from MetroWest YMCA must be obtained

If other specialized program activity areas or equipment are part of the Facility, MetroWest YMCA will either provide appropriately trained staff or will determine minimum qualifications for said supervision by the Licensee.

If Licensee prepares its own food, it assumes all responsibility for any foods prepared and for all activities incident to their preparations, and shall hold MetroWest YMCA harmless from any and all liability therein. The Licensee is responsible for obtaining any and all food permits from the Hopkinton Board of Health and abiding by their rules for handling and serving food The MetroWest YMCA has no control over the decisions of the Board of Health regarding the dispensation of temporary food service permits.

**3. Utilities** - MetroWest YMCA shall provide water, electricity (not available in all areas), and garbage disposal without charge to Licensee.

**4. Maintenance** - MetroWest YMCA shall maintain the Facility in good condition and repair and shall provide janitorial services to the premises and buildings, Licensee agrees to assist in keeping the Facility clean and litter free, and shall leave the Facility free of defacement The Licensee is completely responsible for damage and or loss of property and equipment.

### 5. Health and Safety

- a. MetroWest YMCA does not provide medical supervision, treatment, maintenance or dispensing of medications for Licensee participants, these responsibilities belong to the Licensee.
- B. Licensee's contact person shall bring and have available at all times a current list of participants that includes names and addresses, emergency contact information, and known allergies or health conditions. Also, for each participant under the age of 18 and not accompanied by their parent or guardian, a signed form granting permission to seek emergency treatment. (Signed Appreciation of Risk Form is also required of ALL participants for Vertical Parties.
- c. Emergency transportation is available through local emergency response groups by dialing 911 Licensee agrees to furnish non emergency transportation.

**d. Licensee will prohibit smoking, use of alcohol and shall warn all persons of the hazards of indiscriminate smoking and use of alcohol at the Facility.** Open fires may be built only in the campfire area for cooking use only, for which contacting the Hopkinton Fire Dept by phone has been done. It is understood that both MetroWest YMCA and Licensee must comply with all lawful orders of appropriate fire control officials.

e. Use of vehicles at the Facility is restricted to roads and parking areas designated by MetroWest YMCA. Posted speed limits shall be obeyed.

### 6. User Fees and Costs

**Traditional Party - \$140.00 for the first 20 people. \$57.00 for each person over the first 20.**

**Camp Games Party - \$140.00 for the first 20 people. \$ 7.00 for each person over the first 20.**

**Outdoor Sports Party - \$140.00 for the first 20 people. \$7.00 for each person over the first 20.**

**Archery Party - \$150.00 for the first 15 people. \$10.00 for each person over the first 20.**

**Vertical Party - \$170.00 for the first 10 people. \$17.00 for each person over the first 10**

- A. Additional Use Fees – You will be permitted to enter the building 30 minutes before your party and remain 20 minutes for clean up. An additional fee will be charged for entry into building earlier than the 20 minutes allocated.
- B. Breakage and Damage - Licensee agrees to pay MetroWest YMCA the amount reasonably necessary to repair or replace property or equipment damaged or destroyed during Licensee's use
- C. Payment Terms - The total amount of the party price is due with the signed Agreement. \$50 of the payment is non-refundable. The total fee will be due with signed Agreement in order to secure Facility and dates. Purchase Orders are accepted and must accompany a signed Agreement to secure Facility and dates. Final Balance based on attendance numbers will be billed after the party. Payment must then be received within 30 days of your event.

*Continued on next page...*

**7. Liability for Injury to Persons or Property**

- a. Licensee agrees to supervise and to assume full control and responsibility for any persons, entities or things other than MetroWest YMCA personnel or property who/which are, for any reason, on the Facility by reason of Licensee's program or use of the Facility.
- b. Licensee agrees to defend, indemnify and hold harmless MetroWest YMCA and its past, present, and future members, directors, officers, employees, agents, and independent contractors and its and their successors, assigns and heirs from and against any harm and/or claim made by any third party arising out of in. any way connected with Licensee's actions and/or failure(s) to act in respect of its use of the Facility.
- c. For the purpose of this section, "any person" includes, but is not limited to, Licensee's agents and employees, participants in Licensee's program, and Licensee's visitors.

**8. Miscellaneous**

- a. Licensee warrants that the person signing the Agreement has the authority to execute the Agreement on its behalf.
- B. This Agreement may be altered or amended only by written agreement of both parties.
- C. MetroWest YMCA reserves the right to require that the Licensee remove from the Facility any persons in, or in any way connected with, Licensee's group who, in the sole opinion of MetroWest YMCA, are creating a disturbance or who are otherwise disrupting activities on said Facility. Licensee agrees to permit only authorized persons to enter the Facility and shall take all necessary steps to remove unauthorized persons from said Facility.
- d. Licensee agrees that the total number of participants on the premises will not exceed the Facility Building Maximum capacity at any time.
- e. Cell Phone usage is restricted to offices, conference rooms, hallways, and lobby areas only. Cell Phone usage is not allowed in any program space including but not limited to; locker rooms, childcare areas, bathrooms, gymnasiums, and work out areas.
- f. The use of audio, camera, and video recording devices is prohibited in all MetroWest YMCA facilities owned or leased. Those wishing to use a video recording device must receive written consent in advance from the designated YMCA Branch Director.

**9. Termination and Cancellation**

a. MetroWest YMCA may terminate this Agreement without any liability upon seven (7) days prior written notice to Licensee either 1.) without cause or 2.) upon a determination by MetroWest YMCA, in its sole and exclusive judgment, that the requirements of the State Fire Marshal, the Department of Public Health and Safety or any statute, rule or regulation of any federal, state, or local body, imposes undue requirements or hardship on MetroWest YMCA.

b. In the event of cancellation by Licensee, Licensee will be released from payment of the Deposit Fee provided MetroWest YMCA receives written notice of the termination no later than 90 days prior to the event. If Licensee terminates the Agreement within 90 days prior to arrival date, they are responsible for the Deposit Fee. In the event of cancellation by Licensee within 7 days prior to arrival date, the Licensee is responsible for the Total Balance of the Agreement unless MetroWest YMCA re-licenses the same facilities for the same period of time at the same fee. MetroWest YMCA agrees to use its best efforts to re-license the Facility in this event.

c. Cancellation due to inclement weather will be determined by MetroWest YMCA or Licensee. If cancelled by MetroWest YMCA or Licensee, a new arrival date will be scheduled depending on the availability of the Facility and Licensee. If no date can be found to satisfy both the Licensee and MetroWest YMCA, a refund of the Total Balance will be issued less the Deposit Fee. An additional fee of 10% of the Total Balance will be added to the Deposit Fee and due within 30 days, if the Licensee cancels on the arrival date

This Use Agreement and Program Agreement are not finalized until signed by the group's representative and the appropriate MetroWest YMCA Director.

Date of Birthday Party: \_\_\_\_\_ Type of Party: \_\_\_\_\_

Signature of Birthday Party Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of MetroWest YMCA Director: \_\_\_\_\_ Date: \_\_\_\_\_

# REQUEST FORM FOR AUDIO, CAMERA & VIDEO USE

**This form is a request from YOUR group to be able to take pictures, video, or audio of your program at the MetroWest YMCA.**

**It is NOT permission for the MetroWest YMCA, or anyone else not affiliated with your group, to take pictures of your group.**

On behalf of the \_\_\_\_\_, I would like to make the following request:

Group Name

This letter is to serve as a written request for the use of : (Please check all that apply)

- Audio Recording Devices

- Video Recording Devices

- Cameras

on the date(s) of \_\_\_\_\_.

Name : \_\_\_\_\_  
Please Print Name

Date: \_\_\_\_\_

Signature : \_\_\_\_\_

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The MetroWest YMCA hereby grants consent for the above named equipment to be used on the mentioned dates.

Consent is only granted by having this letter signed by the Framingham Branch Director AND by having a signed copy of this letter on file at the MetroWest YMCA.

\_\_\_\_\_  
Hopkinton Branch Director Signature

\_\_\_\_\_  
Date