



Raritan Valley YMCA  
144 Tices Lane  
East Brunswick, NJ 08816  
732-257-4114

Dear Parent/Party Organizer

Thank you for choosing the Raritan Valley YMCA for your child's birthday party or your family's special event.

YMCA birthday parties are a great way to celebrate your child's special day. Staff led birthday parties consist of 45 minutes of activity with the birthday party children. On the following registration form you are able to pick a general activity theme for your child's party. Staff will focus on the theme selected but may vary based on the interest, ability, behaviors, and mix of age groups attending.

Following the activity time, families will have an additional 45 minutes in a YMCA classroom for cake, presents, family/friend time and activities led by the parents or family members. Families are responsible for table set up and basic decorations and provide all food.

If you desire a non themed party space can be made available to you on an hourly basis. Fees vary with space desired and numbers attending. Do keep in mind that the YMCA is not a catering hall. The Y lacks a full kitchen and table chair set up for large numbers, and alcoholic beverages are prohibited. The Y will assist you with space for simple if mutually feasible. **For corporate functions, meeting rooms, community groups, church or scout needs, please ask for and complete a facility use form.**

You may set up your party 30 minutes prior to its start. Staff will assist with basic set up and clean up but families are responsible for table clean up and decoration removal.

Please complete the attached form, sign, and date then return it with a non-refundable deposit of \$75. Your signature and deposit are required to reserve the date of the party or activity. We will not be able to reserve the date without these items.

The deposit will be forfeited if the room is not left in good condition and/or your party guests leave more than 15 minutes after you are scheduled to depart.

If you have any questions, please feel free to call the Raritan Valley YMCA at 732-257-4114.



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Today's Date: \_\_\_\_\_

Parent or Contact: \_\_\_\_\_

Group (if non party event): \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

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

Phone Number: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Standard Birthday Party Times: 2-3:30pm Requested date(s): \_\_\_\_\_

Special event parties or other times by special arrangement with YMCA Director

**Suggested Birthday Party Activities:**

Ages 7 and up: Sports Party, Arts & Crafts, or Tumbling & Dance Party

Ages 4-7: Tumbling & Dance, Games Package

Ages 1-3: Arranged upon request

The YMCA provides staff to assist you and run the activities. Family provides all food.

**Fees:** \$200.00 (up to 15 Children) for 1.5 hours; \$100.00 for up to 10 additional children.  
\$50.00 for an additional 1/2 hour; \*See Director to discuss more hours.

\$30.00 for an additional program or if additional activity leader is required.

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**A deposit of \$75.00 is required when this agreement is executed.**

If for any reason this contract must be canceled, the cancellation must be made 14 days prior to the event or the lessee will forfeit the \$75.00 deposit. This deposit will also be held as security for any additional cleaning or repairs the YMCA may be required to perform after the rental. If such services or repairs are not required, the security deposit will be applied to the total party balance.

**The total balance is due the day of the party.** YMCA shall have the right to cancel the scheduled date of rental due to weather or circumstances beyond our control.

**TERMS**

In consideration for Lessee being allowed the use of the facility, Lessee hereby covenants and agrees to release, discharge, and waive any rights of action, demands or claims Lessee may have for any and every incident or accident which might arise during the rental of the facility, and do hereby assume all risks inherent in the use of the facility. Lessee furthermore agrees to indemnify, defend, and hold harmless the YMCA and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees arising out of or caused by Lessee's or its members' or attendees negligence in connection with the use of the facility. Lessee agrees that its use of the facility will be conducted in a manner consistent with the values of the YMCA and that it shall comply with the YMCA rules.

Lessee agrees that it shall be responsible for all damage to the facility incurred as a direct use of the Lessee's use.

Lessee agrees to assume responsibility for cleaning the facility after use and for returning the facility to the same condition as prior to use. If Lessee fails to do so, YMCA may, at its sole discretion, retain Lessee's security deposit as previously stated herein.

**DECORATIONS**

All decorations must meet local fire department regulations and be approved by Y staff. They must not damage walls, curtains, woodwork, etc. Use of nails, screws, tacks or scotch tape is prohibited. All decorations and their attachments must be removed immediately after the event. Decorations may be done during the first 45 minutes.

**ROOM ARRANGEMENT**

Room arrangement and set-up are the responsibility of the using group. Chairs and tables are not to be moved from one room to another without prior permission of the staff, in which case they must be returned to their proper room when the event is over.

**CATERING**

The YMCA allows catering services; however, any incidental expenses incurred by the YMCA as a result of such catering shall be paid for by the using group. There is no kitchen on site. No food is permitted in the aerobics studio.

**CONDUCT**

Any conduct contrary to the purpose of the YMCA is prohibited. Smoking is specifically prohibited in all areas of the facility. Consumption of alcoholic beverages and/or illegal drugs is specifically prohibited anywhere on the property or in the facilities. The YMCA reserves the right to dismiss any individual and/or group that does not maintain the rules of conduct.

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Lessee Signature: \_\_\_\_\_ Date \_\_\_\_\_

YMCA Staff Signature: \_\_\_\_\_ Date \_\_\_\_\_