

Contact Information

Contact Name: _____ E-mail _____

Home Phone: _____ Cell: _____

Birthday Party Details

Childs Name _____ Gender: Male Female Prefer not to disclose

Age (that they are turning) _____ Date of Birth _____ APJCC Member? Y / N

Estimated Number of children _____ Estimated Number of Adults _____ Total Guests ___/65 Max

Date of Party _____ Start Time _____ End Time _____

Party Package

- Club J Party \$400 M / \$450 NM**
- ☆ 2 hours in Club
- ☆ 1 dedicated staff member
- ☆ Use of interactive stations:
 - Eye Play Dance Floor
 - Nebula Strip
 - Rock Climbing Wall
- ☆ Use of playground and outdoor space
- *Preschool playground is not included
- ☆ Colorful plates, table covers, cups, napkins, utensils, cake cutter, and candles

- Bounce Party \$400 M / \$450 NM**
- ☆ 2 hours in the Auditorium
- ☆ 1 dedicated staff member
- ☆ 2 bounce houses (see page 2 for options)
- *No balls allowed in the auditorium
- ☆ Colorful plates, table covers, cups, napkins, utensils, cake cutter, and candles
- ☆ One dozen balloons

Just ask and any party can be fully customized
with a theme of your choosing!
Theme options available starting as low as
\$50!

- Pool Party \$475 M / \$525 NM**
- ☆ 2 hours on the pool deck
- ☆ 1 dedicated staff member
- ☆ 1 lifeguard
- ☆ Designated pool party space within the pool
- ☆ One Dozen Balloons
- ☆ Colorful plates, table covers, cups, napkins, utensils, cake cutter, and candles

Bounce House Options

Crayon Castle



Dinosaur Safari



Obstacle Course



King Castle



Color Choice

☆ All parties include: decorative plastic table covers, paper plates, cups, napkins, and utensils in desired color (please choose one)

Blue Green Hot Pink Pink Purple Yellow Red Birthday Balloons



All parties also include one dozen balloons in assorted colors.

☆ Themes are available for an additional \$50. Items included in the theme are subject to availability.

Food and Drink (Optional)

Pizza

☆ One pizza = 14 slices + delivery included

Cheese (\$18 per pizza) Quantity _____

Veggie (\$23 per pizza) Quantity _____ Delivery Time: _____

Cake

☆ ½ sheet, feeds 25-30 people + delivery included

Chocolate (\$40 per cake) Quantity _____ Vanilla (\$40 per cake) Quantity _____

Frosting: Chocolate Vanilla

Decoration on Cake: Flowers Polka-dots Balloons and Confetti

Message on Cake: _____

Beverages

Bottled Water (\$10 per 24 count) Quantity_____

Capri Sun (\$15 per 20 count) Quantity_____

Honest Kids (\$25 per 32 count) Quantity_____

☆ Two large buckets with ice will be provided

Additional Add on Items (optional)

☆ Please note that if more than 15 children are in attendance an additional party helper is required.

☆ Please note that if more than 25 children are in attendance for a pool party, an additional lifeguard is required.

Bounce House (\$50) Additional Party Helper (\$50/2hrs) Lifeguard (\$50/2hrs)

30 minutes of additional party time (\$55) Additional balloons (\$6 per dozen) Quantity: _____

1 hour of additional party time (\$100)

Vendor Add on items (optional)

☆ The APJCC offers additional vendors to add fun to any party! Schedules of availability and pricing depend on the vendor. Please inquire for current rates and options.

☆ Outside vendors are welcome provided a copy of their certificate of liability coverage is received.

Additional Information for your party

Any special accommodations your group may need?

If bringing your own food to the party, please list food items below:

- *Please note: No pork or shellfish are allowed on the APJCC campus (see section 1 of rental agreement)*

Any other Information?

PAYMENT AND CANCELLATION POLICIES

All pricing and rates are subject to change. A \$100 non-refundable fee is required to book a party. The APJCC will send you an invoice the Wednesday prior to your birthday party. You will have 48 hours to contact the APJCC with any questions regarding the invoice before the card is charged the Friday before your party. If the event is cancelled by the APJCC, you will be given a full refund, including deposit. If you cancel the party 14 or more days prior to the booked date, you will receive your full \$100 non-refundable booking fee. If you cancel your party, within 14 days of your party, your \$100 deposit will be forfeited. All vendor add-ons must be cancelled within seven (7) days of the party date or all fees will be charged. Any additional charges incurred during your birthday party will be charged the next business day to the credit card provided on the contract.

- There is a \$100 **non-refundable** deposit for the party reservation. The Deposit is due upon submission of the rental agreement and will go towards your final balance.

Total Fees: _____

Name on Card _____		
Billing Address: _____	City _____	Zip Code _____
Credit Card # (required): _____	Expiration Date ____/____	
	Security Code: _____	
<input type="checkbox"/> Charge My Card on File		

Rental Agreement

APJCC Facility Terms and Conditions

- **Rules.** Renter agrees to abide by, and will require its shareholders, directors, officers, members, guests, employees, servants, independent contractors, attorneys and/or agents (“Renter’s Parties”) including its caterer, to abide by all applicable Rules and Regulations established by the JCC from time to time, including its Kosher Policy. There is to be no pork or shellfish. THERE IS NO EXCEPTION TO THIS POLICY. Renter also agrees to abide by and will require its Renter’s Parties to use only the facilities rented, as well as common areas reasonably required to obtain access to the Facilities restrooms designated by the JCC or Gloria and Ken Levy Campus. Renter acknowledges receipt of the Campus rules and kosher policy and is aware that any violation of these rules will result in immediate removal from the facility and/or fine.

Initial _____

- **Pool Rules:**
 - Please shower before entering the pool.
 - No running on the pool deck.
 - No glass or alcohol on the pool deck.
 - Children under age 4 MUST follow the “double up” policy. A disposable swim diaper and a reusable swim diaper are required. No exceptions.
 - No deck changing or diaper changing on deck.
 - Long hair should be tied back or in a swim cap.
 - Remove Band-Aids before entering the pool.
 - Do not swim (or let your child swim) if you have had diarrhea within the last 72 hours.
 - Enjoy safe play, no horseplay or otherwise unsafe behavior.
 - Only Coast Guard approved floatation devices are allowed in the pool.
 - All APJCC swimming equipment (kickboards, buoys, barbells, toys) are used for lap swimming and programs only. They may not be used during recreational swim.
 - Swimmers are not allowed to throw objects in the pool.
 - Proper swimming attire required to enter the water.
 - All changing MUST be done in locker rooms; children included.
- **Swim Test/Age Restrictions for Children/Parent Supervision Swim Test:** 25 yards of safe/strong swimming across the pool 30 seconds of treading water. Any child under 18 wishing to swim in the deeper areas of the pool must pass the swim test. Anyone who does not pass the swim test must remain in the shallow area.
 - **Children ages 7** and under who are not able to pass the swim test must have a parent in the water at all times. Parent must be within arm’s reach of child. 3:1 ratio of parent to non-swimmer is enforced.
 - **Children ages 8** and up can remain in the shallow area without a parent in the water. Consistent parent supervision is required. A lifeguard may require parent to be in the water at any time.
 - **Children 12** and under must have a parent on the pool deck at all times. (Even if they are able to pass the swim test)
 - **Children 13-17** may swim alone, provided they have passed the swim test.

Initial _____

- **Estimated Attendance.** The estimated attendance is _____. This guest count will be considered the maximum number of guests. **The final count for guaranteed attendance is due one week prior to the event date.** One week prior to the event all party supplies and staffing will be finalized. A \$100 surcharge will be charged if the event’s attendance exceeds the agreed upon maximum number of guests. Attendance will be stopped at 25 over the maximum number. Any balance must be paid at the conclusion of the event. All parties with more than 60 people in attendance will be turned over to the Director of Operation. Additional charges will apply.
Initial_____

- **Event Set-Up and Break Down.** Event set-up may occur 30 minutes to an hour prior to the Event and must be scheduled with the JCC Youth Department. Set-up must be finalized by the Renter 48 hours prior to the Event. After the event, breakdown must occur immediately. The Renter and Renter's contractors will be given a thirty minute to one hour time period to do all breakdowns and clean up. **There will be an additional charge of \$100 for every 30 minutes after this allocated breakdown time.** All rental and décor items brought by the Renter and Renter's contractor's must be removed from the Facilities at the conclusion of the Event. All delivery and pick-up times must be arranged with the JCC Youth Department at least 48 hours prior to the event. THERE ARE NO EXCEPTIONS TO THIS POLICY. Renter will be billed for any storage of equipment left behind at the rate of \$100 for every 24 hours.

Initial_____

- **Condition of Facility.** Renter shall leave all facilities and equipment in the same condition as they were found. All final JCC equipment breakdown and garbage removal shall be the responsibility of the JCC, except as provided elsewhere in this Agreement. Use of birdseed, confetti, chocolate fountains and similar messy substances are permitted only with prior written approval of the JCC Youth Department and will be subject to an additional cleaning charge.

Initial_____

- **General Use of the Facility.** Smoking is not permitted. All deliveries of items must occur on the day of the Event and must be scheduled through the JCC Youth Department. The fire doors of the building must remain closed. The JCC cannot provide storage for any items. All signage and decorations must be approved by the JCC Youth Department. The amplification of sound levels for music and all entertainment must be approved by the JCC. All decorations must meet with the approval of Los Gatos Fire Codes. For safety reasons, Vendors/ Renters are not allowed to have power cords across the floor or use tape/drop carpets, (they need to be close proximity to their equipment). All Décor must be inside the rooms rented.

Initial_____

- **Responsibility.** Renter shall be responsible for any and all damage or injury to the Facilities and the Gloria and Ken Levy Campus, including, but not limited to, stains or damage to carpet, walls and floors, Facility and Campus contents/property and any JCC property used during the duration of the event. Renter hereby authorizes the JCC to charge Renter for any such damage or injury. All post event charges are due no later than 10 business days following the event. Non-payment will result in additional fines and possible legal action. The JCC is not responsible for any lost or stolen articles.

Initial_____

- **Cleaning Fees.** Additional fees shall be required to cover any damage, cleaning, and additional use of the facilities beyond the contracted time or number of participants. Fees will be charged to the credit card provided by the renter within 10 business days after event.

Initial_____

- **Cancellation Policy.** Either party may cancel this agreement with 14 days written notice. If the renter cancels, the Rental Deposit is forfeit; if the JCC cancels, all deposits will be returned. All vendor add-ons must be cancelled within 7 days of the party date or all fees will be charged.
Initial_____
- **Rental Deposit.** A \$100 deposit shall be required upon acceptance of the Request by the JCC and is NON-REFUNDABLE, unless the event is cancelled by the JCC.
Initial_____
- **Minors.** For all events where minors under age 18 are present, a ratio of at least 1 adult to 12 minors must be adhered to at all times.
Initial_____
- **Noise.** All noise ordinances of the Town of Los Gatos must be observed. If the police are called out, your event may be ended; if that occurs renter will be responsible for all rental fees agreed to in this rental agreement.
Initial_____
- **Alcohol.** Alcohol may NOT be consumed at JCC Youth Birthday Parties. THERE ARE NO EXCEPTIONS TO THIS POLICY.
Initial_____

I have read and agree to the provisions as stated above.

Signature_____ Print Name_____

Date_____

FOR OFFICE USE ONLY:

The above contract is accepted by the Addison-Penzak Jewish Community Center

Date:_____ by _____

Deposit received on _____ Room reservation confirmed on _____

Paid in full _____

