

BIRTHDAY/GROUP PARTY RESERVATION FORM



All parties will be booked on a first come first serve basis. **All parties will be in conjunction with Public Skating sessions held at the Ice Center. Only one party per Public Skating session will be booked with the meeting room option (\$40 deposit required).** You may still book a party without the use of the meeting room. Pricing does not include the meeting room. Call [952-895-4651](tel:952-895-4651) with any questions or to book your party immediately. A roster of party attendees can be printed off our website www.burnsvilleicecenter.org. **Please fill out and return your party roster to the office 20 minutes prior to Public Skating session to help Ice Center staff check in your guests and to help with skate rentals and direct them to the meeting room.**

***If your party includes the meeting room and is cancelled less than 72 hours prior to the party date or your party is a no show, the Burnsville Ice Center Reserves the right to process your deposit of \$40.00 as a cancellation fee. Signature is required below.**

Only parents of the birthday child will not be included into the cost of the party if they would like to skate. All other adults and children need to be listed on the roster if they plan on skating

Party package includes: Skating admission for the public skating session (weekend public skating is for 1 1/2 hours), meeting room (if available) for 2 hours with access to tables and chairs (Ice Center staff will help set up table and chairs when possible), Skate Rental for all persons in the Party. Skating Aids are not included in the party package. They can be rented for \$3 each and they are for skaters 6 years old and younger that have little to no skating experience.

You may bring in your own food, cake, utensils, decorations, etc. The Ice Center only supplies items listed above.

Date of Party _____

Name of Birthday Child / Group Skating Party Contact _____

Number of Attendees _____

Name of Parent(s) if Birthday Party _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ (Home) _____ (Work)

Email _____

****Signature of Parent / Guardian _____**
(required)

<u>Costs:</u>	Deposit	=	\$40 (cash or check accepted)
\$40.00 for Party of 1- 5 people		=	\$ _____
\$55.00 for Party of 6- 10 people		=	\$ _____
\$85.00 for Party of 11- 15 people		=	\$ _____
\$120.00 for Party of 16-20 people		=	\$ _____
\$150.00 for Party of 21-25 people		=	\$ _____
<u>Learn To Skate Instructor:</u> \$25 per Instructor based on a 10:1 ratio *This is a request and is subject to availability*		=	\$ _____
Total Cost		=	\$ _____

OFFICE USE ONLY

Date Booked in RecTrac: _____

Booked by _____

Date form was rcvd. _____

Rcvd. by _____

For parties over 25 people please add \$3.75 for each additional person.

Please return this form completed and signed, with cash or check deposit, at least 48 hours within the date the party was booked:

Burnsville Ice Center, C/O Birthday / Group Skating Party, 251 Civic Center Parkway, Burnsville, MN 55337

****If form is not returned to the Ice Center completed and signed within 48 hours, your party is subject to cancellation****

**The Ice Center reserves the right to cancel Public Skating for special events.
Please check out our monthly activities calendar either in the main office or online at www.burnsvilleicecenter.org**