

# R&S Birthday Party **Registration**

## CONTACT INFORMATION

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

**Host/Parent's Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

## PARTY INFORMATION

**Requested Date:** \_\_\_\_\_ **Requested Time:** \_\_\_\_\_

**Number of Participants** (students attending class - 15 max) : \_\_\_\_\_

**Location** (circle one) : **Fairview** **Franklin** **Longview** **Nolensville**

**Party Type** (circle one) : **Once Upon a Party** (Ballet/Creative Movement) **Everyday Rock Star** (Hip Hop/Upbeat Pop) **Create Your Own** (Suggest a Style!)

**Special Notes (please specify if there is a party theme & any special music requests):**  
\_\_\_\_\_  
\_\_\_\_\_

## RHYTHM & SPIRIT BIRTHDAY PARTY GUIDELINES

1. Host parent must contact a Rhythm & Spirit Coordinator for initial birthday party requests. All parties must be booked at least 2 weeks in advance. Please contact Brittney Williams (Brittney.Williams@williamsoncounty-tn.gov) to begin the process of booking your party.
2. Rhythm & Spirit birthday parties are offered at the following locations: Franklin, Longview, Nolensville, or Fairview.
3. A Rhythm & Spirit Coordinator will send host parent the birthday party registration form.
4. To complete the booking, the birthday party registration form must be submitted to Brittney Williams (Brittney.Williams@williamsoncounty-tn.gov). The party will not be reserved until this step is completed.
5. Host Parent will need to specify which party option they would like to choose at the time of booking: Ballet, Hip Hop, or Pom.
6. After the party has been booked, a coordinator will send the party payment link to the host parent. This payment will need to be made 2 weeks prior to the date of the party. Payment can be made online following the link sent via email by the coordinator or with the front desk at the party location.
7. Cost of the party is \$150 with a maximum of 15 children in attendance. \*We are unable to accommodate parties with more than 15 class participants.
8. Rhythm & Spirit parties are for ages 3-15 years old. \*Siblings and party guests must be within this age range in order to participate in the dance portion of the party.
9. Cancellation Policy: WCPR / Rhythm & Spirit requires at least 48 hours notice if Host Parent needs to cancel their party to receive a full refund. Cancellation requests must be made in writing through email. No refunds will be given with less than 48 hours notice.
10. Reschedule Policy: WCPR / Rhythm & Spirit requires at least 48 hours notice if Host Parent needs to reschedule their party. All reschedule requests must be made in writing through email. Party must be rescheduled within 1 month of the original party date.
11. Your party includes: A 2-hour room reservation for host parent to supply cake, presents, etc. Setup in this room can take place 30 minutes prior to your reservation. The 45 minute class portion of the party takes place in the dance studio with a Rhythm & Spirit Instructor. The remainder of the party will occur in the party room and the host parent will be responsible for this portion of the party.
12. Host Parent may supply: table decorations & balloons, paper products and cutlery, birthday cake, food, refreshments, goody bags, etc. WCPR will not supply these items. No events may be catered. Food must be pre-cooked and brought into the facility by the Host family. The taping, pinning or fastening of banners, posters, etc. in any way to the walls or ceilings is prohibited. Use of confetti or glitter is prohibited. Any damage and/or extended cleaning time resulting from the aforementioned will be the responsibility of the Host Parent.
13. Participants are welcome to wear dance attire and dance shoes, but are not required to do so.
14. At least 1 parent must stay in the facility for the duration of the party. All parents can stay in the reserved party room during the class portion of the party. Parents will be invited into the dance studio during the last 10 minutes to take pictures / video. A Rhythm & Spirit instructor will remain in the building for the duration of the party. The party room space and dance studio must be left clean and orderly once the reservation time is over. This requires that all trash is placed in proper trash receptacles, all dance equipment is clean, and any supplies, decorations or personal items brought by birthday party host parent are removed from the room.

### AGREEMENT

I have read and agree to the birthday party guidelines set forth by the Williamson County Parks and Recreation Department's Rhythm & Spirit Program.

\_\_\_\_\_  
**Host/Parent Signature**

\_\_\_\_\_  
**Date**

# LIABILITY & LEGAL INFORMATION

**Responsibility for Damages:** The person(s)/organization signing this document ("Host/Parent") using the party room designated to host the party ("Event") shall be held responsible for any and all damages occurring from the use of the premises or related in any manner to the Event. (example of damages, but not limited to: damage to walls, ceiling, fixtures, furniture, and carpets – food or beverage spills on carpets that result in the need for the carpets to be cleaned will be the responsibility of the person or organization renting the area(s)/room(s) and said party shall bear all costs). The Williamson County Parks & Recreation Department will contract all needed repair/cleaning services which the Host Parent shall be responsible. Promptly, upon demand, the Host Parent shall pay to Williamson County all cost and expenses incurred or to be incurred for any extraordinary cleaning services, repairs or replacements necessitated by Host Parent or guests, participants, or its invitees to the Event.

Host/Parent releases Williamson County, its officers, employees, agents, or volunteers from any personal liability growing out of or concerning the use of the premises or any of the activities related to the Event.

The Host/Parent and the invitees, guests, or participants shall use and occupy the premises in a safe and careful manner and in compliance with all applicable municipal, state and federal laws and rules and regulations pertaining to the Recreation Facility, and all other rules and regulations prescribed by the fire and police departments and other governmental authorities as may be in force and effect during the use. No person shall commit any act during the use of the premises which will in any way mar, deface, alter or injure any part of the premises or any other area of the Recreation Facility. Host Parent shall be held financially responsible for any court/attorney fees that may stem from the attempt to collect on damages.

**Legal:** "The Host/Parent agrees to comply with the provisions contained in the Title VI of the 1964 Civil Rights Act (42 U.S.C. 2000d), and any federal regulations specific to the use of the Recreation Facility.

**Indemnification and Hold Harmless.** Host/Parent shall indemnify and hold harmless Williamson County, its officers, agents and employees from: 1) Any claims, damages, costs, and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of the Host/Parent or its invitees, guests, or participants; 2) Any claims, damages, penalties, costs, and attorney fees arising from any failure of Host/Parent or its invitees, guests, or participants, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws; and 3) Any claims, damages, penalties, costs, and attorney's fees arising from any action brought against Williamson County by any of Host/Parent's invitees, guests or participants arising out of any injury incurred by such individual during the Event or upon the premises.

**Termination.** Parks and Recreation Department expressly reserves the right to terminate the use of the premises at any time should the Department find the behavior of any guest, invitee, or participant in the Event violates any Department policy.

**I HAVE READ THIS ENTIRE DOCUMENT OR HAVE HAD IT READ TO ME, AND I UNDERSTAND IT OR HAVE HAD IT ADEQUATELY EXPLAINED TO ME. BY SIGNING THIS DOCUMENT, I AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS CONTAINED HEREIN ALONG WITH ALL WILLIAMSON COUNTY PARKS AND RECREATION POLICIES & PROCEDURES.**

## WCPRD POLICIES TO BE UPHELD

\* **NO ALCOHOLIC BEVERAGES permitted in or on Williamson County property. NO SMOKING will be permitted inside the premises.**

\* **The Williamson County Parks and Recreation Department reserves the right to refuse use on any Parks and Recreation Facility for circumstances it deems not appropriate.**

**I, the undersigned, do hereby understand and do hereby agree to all provisions under this rental contract.**

\_\_\_\_\_  
**Host/Parent Signature**

\_\_\_\_\_  
**Date**