WAHOO
Parks & Recreation

GROUP EVENT REQUEST FORM
(All events are subject to availability & approval)
Parks and Recreation Department:
(402) 443-4174

Reservation Name: _____Type of Event: _____

If this is a child's birthday, tell us: Child's Name: _____ Age being celebrated: _____

Balloon colors (choose up to three): _____

Address: _____ City/State/Zip: _____

Phone: _____ E-mail: _____

Date: _____ Time Slot (two-hour maximum for hosted rentals): _____

Select Your Group Event Preferences...

Non-Hosted Event: ☐ $15/hour + $2/guest admission (plus tax)

- ❖ Exclusive use of meeting room <u>during regular Civic Center hours</u>
- ❖ $2 per guest (plus tax)

- ❖ Renter responsible for basic meeting room clean up (checklist provided)

- ❖ Use of pool & gym; shared with members & patrons

Hosted Simple Event: ☐ $110 – Member (plus tax) ☐ $125 – Non-member (plus tax)

- ❖ Two hours in meeting room <u>during regular Civic Center hours</u>
- ❖ 10 Free admissions to Civic Center ($2 for each additional guest + tax)

- ❖ 1 helium balloon bouquet
- ❖ Happy Birthday banner

- ❖ Use of pool & gym; shared with members & patrons

Hosted Super Event: ☐ $125 – Member (plus tax) ☐ $150 – Non-member (plus tax)

- ❖ Two hours in meeting room **after regular Civic Center hours**
- ❖ 20 Free admissions to Civic Center ($2 for each additional guest + tax)
- ❖ 3 helium balloon bouquets

- ❖ Personalized digital Happy Birthday signage
- ❖ Happy Birthday banner
- ❖ 4ft Blow up Cake
- ❖ Exclusive, private use of pool & gym

- ❖ Balls & noodles for pool
- ❖ Basketballs available for gym

Add On Option (for hosted events only):

☐ ¼ sheet cake from Wahoo Bakery: $20 (plus tax)
Please write the EXACT cake writing _____
Pick Your Cake Flavor: Chocolate   White   Marble
Pick Your Frosting Flavor: Sugar   Buttercream
Pick Your Cake Colors or Theme:

FOR STAFF ONLY:

AMOUNT DUE FOR SELECTED PACKAGE = $_____

ADD ON CAKE (if applicable) = $_____

TOTAL # of GUESTS EXCEEDING PACKAGE FREE ADMISSIONS _____ x $2.00 = $_____

SALES TAX = $_____

TOTAL DUE = $_____

FORM OF PAYMENT: Credit/Debit Card   Cash   Check