



CITY OF ALAMOGORDO – COMMUNITY SERVICES DEPARTMENT
Alamogordo Family Recreation Center
 1100 Oregon Avenue
 Alamogordo, NM 88310
 575-439-4142

BIRTHDAY PARTY RESERVATION REQUEST

- *This is NOT a private pool party. It is only available during public swim and open gym sessions but you will have access to a private room for your use (e.g., gift opening, treats...).*
- *Currently, parties may be scheduled on a Friday night or a Saturday. Sundays will be available during the summer.*
- *Submission of application must be at least two (2) weeks prior to the event. Payment is due at the time of booking.*
- *Submission of application does not grant approval – approval is only granted upon issuance of a booking receipt after event is paid in full.*
- *Primary Person of contact is responsible for any damages incurred during the event. Party is responsible for the cleanup of any trash/messes in event location.*

CUSTOMER AND EVENT INFORMATION

PRIMARY CONTACT PERSON (please print): _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

DATE OF EVENT: _____ TYPE OF PARTY (circle one): Pool Movie Gym

EVENT TIME: _____ 2 HOUR PACKAGE (\$25 per additional hour)

TOTAL NUMBER OF ANTICIPATED PARTICIPANTS: _____

- *Package covers 20 participants, additional participants are \$3/person, maximum of 30 total*
- *Package includes activity bands (pool or gym), goodie bags, plates, cups, napkins and table coverings.*

I agree that while using the City of Alamogordo facility I and those in my party will abide by all facility policies and rules.

 (Applicant – Printed Name)

 (Title)

 (Applicant – Signature)

 (Date)

OFFICE USE ONLY:
 Date Received: _____ Time Received: _____ Approved: _____ Not Approved: _____