



TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS
Parks and Recreation

Parks & Recreation Birthday Party Rental Packet

Birthday Party Rental Information

Thank you for choosing the Parks & Recreation Department to host your child's birthday celebration! Our party packages provide a fun, safe, and convenient way to celebrate.

Party Package Details

Base Rental Fee: \$225

Duration: Up to 2 hours in the Main Hall

Maximum Guests: 20 children

Age Requirement: Person reserving the party must be 21 years of age or older

Included in Base Fee:

- Use of Main Hall (2 hours)
- Tables and chairs
- On-site staff supervision

Optional Add-On:

- Parks & Recreation staff member to set up a play area and organize/run games: **Additional \$50**

Additional Time:

- Extra hours may be added based on availability for an additional fee.
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Outdoor Party Option

Outdoor birthday parties are also available and include:

- Use of the Field
- Pavilion access
- Picnic Tables

Please inquire about availability and weather-related policies.

What Families Provide

Families are responsible for bringing:

- Food and beverages
- Birthday cake/cupcakes
- Paper products (plates, napkins, utensils, tablecloths)
- Decorations (must comply with facility rules)

Policies & Guidelines

Supervision

- The reserving adult (21+) must remain on-site for the entire event.
- Adequate adult supervision must be provided for all children.
- Parks & Rec staff supervise equipment and facilities but are not responsible for individual child supervision.

Guest Limit

- Maximum of **20 children** per party.
- Guest count must be confirmed prior to the event.

Waivers

- All participants must complete and sign a waiver prior to participating.
- No child may participate without a signed waiver.

Prohibited Items

- No smoking in the building.
- No alcohol permitted.
- No open flames except birthday candles.
- No confetti, glitter, or tape on walls unless approved.

Decorations & Setup

- Setup and cleanup time must be included within your rental period unless otherwise arranged.
- Renter is responsible for removing all decorations and personal items.
- All trash must be disposed of properly.

Damage

- The reserving party is responsible for any damage to the facility or equipment.
 - Additional cleaning or repair fees may apply if necessary.
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Payment & Reservation Policy

- Full payment is required to secure your reservation.
 - Reservations are accepted on a first-come, first-served basis.
 - Cancellation policy: Cancellations made 7 days prior receive a full refund; less than 7 days are non-refundable.
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Participant Waiver Requirement

All participants must complete a Release, Waiver of Liability, and Indemnity Agreement prior to the party.

Birthday Party Rental Agreement

Renter Name: _____

Phone: _____

Email: _____

Party Date: _____

Party Time: _____

Estimated # of Children (Max 20): _____

Base Party Package – \$225

Staff-Led Games & Play Area – \$50

Total Amount Due: \$ _____

I have read and agree to the Parks & Recreation Birthday Party Policies and understand that failure to comply may result in termination of the event without refund.

Signature: _____

Date: _____

**ADULT PARTICIPANT RELEASE, WAIVER OF LIABILITY,
AND INDEMNITY AGREEMENT**

Participant's Name: _____

Participant's Date of Birth: ___ / ___ / _____

Address: _____

City/State/Zip: _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

In consideration of being permitted to participate in the _____, (hereinafter "Program") I, the undersigned, on my behalf and for my heirs, personal and/or legal representatives, next of kin, and assigns (hereinafter collectively referred to as "I" or "ME"), hereby:

1. RELEASE, WAIVE, DISCHARGE and COVENANT NOT TO SUE the Town/City of _____, its agents, servants, employees, officials, volunteers, contractors, representatives (hereinafter the "Town") from any and all liability, claims, demands, actions, suits, loss and causes of action whatsoever arising out of or related to any loss, damage, or injury, including, but not limited to, death, illness, injury and/or disease, and including any death, illness, injury and/or disease in any way related to or arising out of the novel coronavirus (COVID-19), that may be sustained by the Participant and/or arising out of or related to the Participant's participation in the Program, regardless of whether they arise in tort, contract, strict liability, or other legal theory. This Adult Participant Release, Waiver of Liability, and Indemnity Agreement shall not apply to any injury or harm (including death) caused by gross negligence.
2. AGREE TO INDEMNIFY, SAVE and HOLD HARMLESS the Town from any and all liability, claims, demands, actions, suits, loss, and causes of action and any cost it may incur, including court costs and attorneys' fees, arising out of or related to my participation in the Program, regardless of whether they arise in tort, contract, strict liability, or other legal theory.
3. ACKNOWLEDGE that my participation in the Program may be dangerous and may involve the risk of serious injury and/or illness, including COVID-19, and/or death and ASSUME full responsibility for any risk of loss, death, illness, injury and/or disease which I may sustain arising out of or related to the Program whether known or unknown and whether caused by the negligence of the Town or otherwise.

4. AGREE that this Adult Participant Release, Waiver of Liability, and Indemnity Agreement shall be construed in accordance with the laws of the Commonwealth of Massachusetts and that, in the event any portion of this document is deemed unlawful or unenforceable, said portion shall be severable and the balance of the terms shall continue in full legal force and effect.

5. AGREE that I, the undersigned, am the parent or legal guardian of the Participant. I hereby execute this Participant Release, Waiver of Liability, and Indemnity Agreement on the Participant's behalf. I understand that by executing this agreement on behalf of the Participant, I am binding the Participant and ME to the terms of this Participant Release, Waiver of Liability, and Indemnity Agreement.

I HAVE READ THIS ADULT PARTICIPANT RELEASE, WAIVER OF LIABILITY, AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Participant Signature

Date

Participant Printed Name