

Event Contract for the Backyard Playroom @ FPCRO

Have a great event! We rely on you to help maintain the cleanliness and safety of this space. Below are notes for what you need to know to hold an event and to keep this space in great shape for the community.



Prior to Your Event

- **Availability:** The Backyard Playroom space is offered for your special event on weekends or during non-BYP hours during the week. Contact the BYP Coordinator for information and to schedule a date at **byp@fpcro.org**.
- **Cost:** Three hours Cash/Check Payment is \$125, Online Payment is \$130; four hours Cash/Check Payment is \$150, Online Payment is \$155. Fee includes set-up and tear-down. Checks may be made out to FPCRO with "Backyard Playroom" and the reserved date on the memo line.
- Events should be booked a minimum of seven days prior to event.
- Payment is due upon acceptance of signed contract.
- Signed waivers must be collected for each child present on the day of the event. Waiver form provided by BYP Coordinator.

Welcome to the Backyard Playroom!

- Kids five and under are welcome, along with their grownups.

We ask all visitors to:

- Place kid's shoes in a cubby or on the shoe rack.
- Please keep all food in Check-In Room.
- Ensure all cups in Playroom have a lid.
- Please help clean-up when you're done playing!
- Observe 50 person capacity total (kids & adults) for the spaces, per the Royal Oak Fire Marshal.

Before & After Your Event

Upon your arrival, the BYP Coordinator will orient you to the space. Please place all trash in the large trash can and take any returnable cans home. At the end of your event, please use the vacuum to clean-up any food or other debris on the floor. The BYP Coordinator is happy to direct you to the vacuum, cleaning supplies, trash bags, and/or first aid kit, as needed.

FAQs

May I bring food? *Yes! Please ensure no food or drink enters the playroom itself. Let the BYP Coordinator know if you need extra tables or chairs.*

May we use the coffee bar and/or snacks already there?

Yes! Please leave donations when your event is over. Coffee is \$2; snacks are \$1.

Where does trash go? *In the large trash can in the Check-in Room.*

May older siblings play too?

The tree house and little chairs are only for kids five and under. For older kids, you are welcome to set up games in the Check-In Room.

What is your cancellation policy?

Please let us know at least three days in advance if you need to cancel your event.

To reserve your event, please complete the form on the reverse side!



Event Date Requested: _____

- Event Duration:**
- 3 hours–Cash/Check Payment of \$125
 - 3 hours–Online Payment of \$130
 - 4 hours–Cash/Check Payment of \$150
 - 4 hours–Online Payment of \$155

Please Provide Your Contact Info:

Name: _____

Phone: _____

Email: _____

Address: _____

Signature: _____

Please Print Your Name and Include Today’s Date:

Upon signing this contract, you agree to all terms outlined on the front page.

- Please indicate if you carry:**
- Homeowners Insurance
 - Renters Insurance
 - None

FPCRO Office Use Only:

Date Payment Received: _____

Method of Payment: _____

FPCRO Authorization and Date: _____