



**CITY OF LARAMIE PARKS & RECREATION**  
 P.O. Box C / 920 Boulder Drive Laramie, WY 82073  
 Phone: (307) 721-5269 Fax: (307) 721-5284  
 Submit form to: parksandrecinfo@cityoflaramie.org

**Recreation Center – Party Package Reservation**

*Our party packages are designed for children, ages 12 years & under,  
 and are currently available on Saturday afternoons.*

Date Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time Requested: \_\_\_\_ 12:00 - 2:00pm \_\_\_\_ 3:30 - 5:30pm

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Contact information for the adult who will actively supervise all participants during the event, if different than above:

Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Birthday Boy/Girl's First Name: \_\_\_\_\_

Estimated # of participants ): \_\_\_\_\_ MAX: 20 Approximate age of participants: \_\_\_\_\_

**Deadline for Reservations:**

Party Packages must be received a minimum of 10 business days (M-F) in advance and are taken on a first-come, first served basis. Every effort will be made to accommodate your reservation, however scheduling conflicts may occur. Consider your reservation finalized only after you receive a confirmation via email. Refunds will be issued for reservations that cannot be accommodated.

**General Information:**

You may arrive 30 minutes early for set up. You must vacate the room before or promptly at the reservation end time, (i.e. 2:00pm, 5:30pm). Upon arrival at the Recreation Center, check in at the front desk. The room will be set up with tables and chairs to accommodate up to 20 guests. You may bring your own party supplies (i.e. decorations, cake, drinks, party favors, etc.). If ordering pizza, have it delivered to 920 Boulder Drive; staff will direct the delivery to your room.

**Choose One:**

\_\_\_\_ **Pool Package \$100**

Includes 2-hour use of Multipurpose Room 2 with direct access to the indoor leisure pool, 12 day-pass admissions, set-up of tables & chairs, and clean-up. Additional attendees using the pool may purchase a day-pass on the day of the event.

Note: Children 5 years and under must be accompanied by an adult (at least 18yrs of age) in the water & within arm's reach at all times. Children under 8 years must be accompanied by an adult in the water, actively supervising at all times. Children 8 to 12 years must be directly supervised by an adult in the pool area. All other pool rules apply.

\_\_\_\_ **Bounce House Package \$225**

Includes 2-hour use of Front Conference Room and Bounce House inflatable feature (for ages 12 & under) on the East Court of the gymnasium, 12 day-pass admissions, set-up of tables & chairs, and clean-up. Additional attendees may purchase a day-pass on the day of the event.

Note: All children attending the party must be directly supervised by a party participant who is at least 18 years of age while in the conference room, gymnasium and when using the bounce house.

**Additional Rec Center Admission Fees:**

Ages 3-17 yrs: \$4.50

Ages 18-59 yrs: \$6.50

Ages 60+ yrs: \$4.50

**Payment Information**

**Refundable with approval:** Facility Charges: \$ \_\_\_\_\_  cash  check  credit card

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Internal Use Only:

Reservation form received: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_

Reservation put into RecTrac  Customer emailed by staff  Scan original form into HH

Sign in sheet attached at party conclusion