



York City Ice Arena Party Room and Classroom Reservation Form

AS OF April 2008

Please read through form carefully to ensure understanding of policies.

Complete this form and mail or fax to:

Amy Klinedinst, Sales and Marketing Manager

amyk@yorkskate.com

York City Ice Arena

941 Vander Avenue, York, PA 17403

717.848.1084, ext 100 717.854.2109 FAX

Completed form with signature is required for reservation of room.

Organization (if applicable): _____

Event Contact Person: _____

Address: _____

City: _____ **ST:** _____ **Zip:** _____

Phone #: _____ **Fax #:** _____

Email Address: _____

Purpose of Event: _____

Estimated Attendance: _____ **Date of Event:** _____

Set-Up Time: _____ **Start Time:** _____ **End Time:** _____

Choose the Room(s): _____

Upstairs Classroom _____

\$50.00

Party Rooms _____

1 Room \$30 _____

2 Rooms \$50 _____

3 Rooms \$80 _____

Additional Items: Check The Items Below that You Require

_____ **SOUND EQUIPMENT-** The Rink can supply microphones, cords and stands but not a sound system, stereo or radio. The # available will depend on the usage of these items for Community Room Events. You will be responsible to sign for these items and will be responsible to pay for damaged or lost items.

Room Set-Up: Room will be clean with tables, chairs and trash cans provided.
Additional Chairs and/or Tables will be provided in the room based on the estimated attendance.
The party renting the room may move the tables and chairs for their desired set-up.

AFTER EVENT: The Party Renting the room will need to provide minimal clean-up: dispose of large trash items and all decorations; clean any messes made from food, wipe down tables and sweep up any trash from the event.

Food and Beverage: Please Read Options Carefully and Check the Appropriate Option

Will bring own food & beverage. Soft Drink Beverages must be Coca-Cola products due to the contract between the York City Ice Arena and Coca-Cola Bottling Company

Attendees will order individual items directly from snack bar- not paid for by the group.

Group Food Order: Would like to order food and beverage from the Snack Bar, paid for by the individual renting the room. Payment would be collected at the end of your party for all items provided and can be paid at the Front Desk. This way skating fees or any other fees can be added together with the F&B total and you can pay in one lump sum. This does not include a party hostess to serve your party. If asked, a Rink Staff Member would be happy to help you carry your items to the room.

Pricing: All other Snack Bar Items not listed below, will be billed at their regular cost unless a special arrangement is made with Amy Klinedinst before the day of the event.

Pizza (8 Slices)- \$6.50 Pitcher of Soda (5 12OZ cups)- \$3.00
Includes plates and napkins Includes cups

Coffee- Pot of Coffee (5 12OZ cups)- \$4.00 Airpot of Coffee (7 12OZ Cups)- \$5.25
Includes cups, stirrers, creamer, sweetener.

No Food and Beverage Desired.

ICE SKATING:

Groups Renting the room may include skating if the room rental is during a public session. They will receive the group rate. \$4.50 for admission and \$1.50 for skate rental.

Any group skating should be scheduled ahead of time- please contact Amy at 717.848.1084, ext. 100.

Skating will be paid for the day of your event. Each skater must wear a wristband to enter the ice.

Payment may be handled in the following manner:

1. Your guests pay individually and tell the cashier they are with your group to receive the discount
2. You pay for your guests in one lump sum. You will need to see the Shift Supervisor to obtain wristbands and skate rental cards. They will keep track of the # provided. You will then pay the Shift Supervisor. Any Food or Beverage purchased by the group will also be added to this total.

ROOM POLICIES:

Deposit: A Minimum Deposit of \$25 is necessary to hold the room. This will go towards your room rental fee.

ABSOLUTELY NO SMOKING PERMITTED. DRUGS AND ALCOHOL MAY NOT BE BROUGHT INTO THE BUILDING OR ON THE PREMISES.

ANY DAMAGES RESULTING FROM NEGLIGENCE ON THE PART OF THE PARTY RENTING THE ROOM WILL BE CHARGED TO THE CUSTOMER. ICE ARENA STAFF WILL BE FORCED TO CALL THE POLICE IN THE CASE OF ILLEGAL ACTS OCCURING DURING ROOM RENTAL. DAMAGE OR DISAPPEARANCE OF SOUND SYSTEM COMPONENTS DURING THE EVENT WILL BE CHARGED TO THE CUSTOMER

UPSTAIRS CLASSROOM: SKATES MAY NOT BE WORN ON THE STEPS, ELEVATOR, IN THE UPSTAIRS BATHROOMS OR IN THE COMMUNITY ROOM. DAMAGE TO THE FLOORS OR RENTAL SKATES WILL BE CHARGED TO THE CUSTOMER.

CANCELLATION POLICY: IF NOTICE OF CANCELLATION IS RECEIVED 2 WEEKS PRIOR TO THE EVENT, THERE WILL BE NO CHARGE. IF LESS THAN 2 WEEKS NOTICE IS RECEIVED, YOU WILL BE RESPONSIBLE FOR THE FULL PAYMENT FOR THE ROOM. CANCELLATION NOTICE MUST BE GIVEN TO AMY KLINEDINST AT 717.848.1084, EXT 100 or amyk@yorkskate.com.

Final Payment:

THE TOTAL EVENT COST IS DUE PRIOR TO THE EVENT.

Food and Beverage AND Ice Skating Fees will be billed the day of the event.

Billed After the Event: Food and Beverage and Ice Skating payments not received the day of the event will be billed. Any damages will also be billed to the customer. Payments not received by the due date will be sent for collection. A Late Charge will be added to the bill. A \$25 fee will be billed to the customer for each bounced check.

Payments should be made with cash, charge or checks made payable to **York City Ice Arena**

I the Organization Representative or Individual Renting the Room agree to all information set forth in this document.

Signature: _____ Date: _____

Release/Waiver

I/We, the organization representative or individual renting the Party Rooms or Classroom will be responsible for any damage to property. I/We hold the York City Ice Arena, City of York, RMSC and their employees and agents harmless of any accidents/injuries relating to the activities, programs held during our use of the Party Rooms. I/We release the York City Ice Arena, City of York, RMSC and their employees and agents of all legal responsibility and liability.

Please check here if you agree to the above statement: _____

Individual Completing Application:

Name: _____

(please print)

Organization: _____

(if applicable)

Signature: _____ Date: _____

PARTY ROOMS OR CLASSROOM:

Security Deposit: Date Received: _____

Initials: _____

Room Rental Total= \$ _____

Less Deposit -\$25.00

Room Rental Balance \$ _____

Additional Items \$ _____

Balance Due \$ _____