



COMMUNITY EDUCATION

CENTENNIAL SCHOOL DISTRICT 12

Keep for your reference

Thank you for choosing Centennial Community Education to host your party.
Options to book a party:

- Call 763-792-6100, 8-4 pm, Monday-Friday. Payment must be made by credit card*.
- Bring completed form to Community Education Office. Payment can be made by check or credit card.*
- Complete the Birthday Party Request Form, attach check made out to District 12, and mail to Centennial Community Education, 4707 North Road, Circle Pines, MN 55014.

**Visa, MasterCard and Discover credit cards accepted.*

Payment made of \$175 (\$150 plus \$25 nonrefundable deposit) must be made in advance. Cancellations must be made one week prior to party date for full refund. In case of inclement weather, power outages or other building emergencies, all contracts are cancelled and a full refund issued.

After receiving the request form and payment, you will receive a receipt/confirmation email if the date you requested is available. If it is not available, you will receive a phone call offering you an alternative date. Please do not mail invitations to your guests until you have received an email confirmation that your party has been booked.

Party Information

Party location: Centennial High School east building (use lower parking lot and door D13)

- Parties are two hours in length (one hour in gymnastics room or pool, 30 min. in inflatable bounce, 30 min. for refreshments. Centennial Community Education provides set up; staff supported pool or gymnastics, and bounce activities; and space for refreshments. Host and certified life guard/gymnastics coach on duty.
- All party guests in attendance must have a signed waiver by parent/guardian to participate (available at www.isd12.org/community-education)
- Applicant/group is responsible for overall supervision
- Parents/guardians must accompany swimmers who cannot swim width of the pool with front crawl, non-stop rhythmic breathing.
- Reserved space for refreshments during the last 30 minutes:
All food, snacks, refreshments and partyware provided by you
Please keep decorations manageable
You are responsible for refreshment clean-up
- Please inform your guests to wear gym shoes and socks.

Birthday Party

Request/Permit Form

Party choice: Inflatable Bounce/Gymnastics Combo
Saturdays, available year-round
Inflatable Bounce/Swim Combo
Saturdays, varies, call for availability

Date of Party: _____

Requested time choice: 12-2 pm

Name party is for _____ Age: _____

T-Shirt size: Youth S M L Boy or Girl (circle one)

Estimated attendance (maximum of 15 children) Children _____
Adults _____

Applicant/parent/guardian (this person is responsible for supervising party at all times)

Name: _____

Street Address: _____

City: _____ Zip Code: _____

Home Phone: _____ Cell/work phone: _____

Email address: _____

Office Use Only

Permit # _____

Approval/staff contracts sent _____

Contracts received _____

Family reminder (week prior) _____

Custodian notified (chairs, garbage) _____