



**City of Cottonwood**  
**PARTY ROOM Application**  
150 South 6<sup>th</sup> Street | 928-639-3200 x3202

OFFICE USE ONLY PERMIT \_\_\_\_\_  
DEPOSIT \_\_\_\_\_ Date \_\_\_\_\_ FOP \_\_\_\_\_  
RENTAL FEE \_\_\_\_\_ Date \_\_\_\_\_ FOP \_\_\_\_\_  
REFUND (\$) \_\_\_\_\_ Date \_\_\_\_\_ EM \_\_\_\_\_

DATE and DAY OF EVENT \_\_\_\_\_ EVENT START and END TIME\* \_\_\_\_\_

NAME \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY/ST/ZIP \_\_\_\_\_

DRIVERS LICENSE # \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ALTERNATE CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_

**Maximum occupancy is 16 guests, including ALL children and adults, not just guests. Attendees have access to the Party Room and indoor pool only; other areas of the REC are not part of this reservation.**

The Party Room is available only during recreational swim times (after 12p).

» PARTY ROOM BY THE POOL

- \$100 for 2 hours  
(plus \$80 refundable deposit)\*
- Add one hour for \$50

» AVAILABLE TIMES\*\*

- Monday–Friday: Call for availability
- Saturday: **12–2p** or **3–5p**
- Sunday: **12–2p** or **3–5p**

*\*A half hour before and after the event is included for setup and cleanup at no extra charge. You will receive a checklist when you arrive of things you will be responsible for, i.e., taking out the trash, wiping down tables/chairs, vacuuming, etc., and will do a quick inspection of the room with a member of our staff before and after your party.*

*\*\*We can also adjust reservation times on certain days as long as we have adequate staffing.*

Name/purpose of the event: \_\_\_\_\_

Anticipated attendance: ADULTS \_\_\_\_\_ YOUTH (under 18) \_\_\_\_\_

How many tables/chairs would you like? Folding tables are 6 by 2.5 feet. # of chairs \_\_\_\_\_ # of tables \_\_\_\_\_  
*The Party Room is 16 by 20 feet. Most people request 3–4 tables, one for food, one for gifts, one or two for seating.*

Will there be decorations? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_  
*Please do not use nails or tacks and instead bring blue painter's tape to hang decorations. And no confetti, please. Thank you!*

Will food be at your event? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_  
*A certificate of insurance (COI) with additional insured endorsement may be required.*

Will there be amplified sound? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_  
*You are welcome to bring a small speaker or something comparable for your event. We do not have speakers in the Party Room.*

**Please read and initial after each of the following statements to confirm you will observe these policies:**

*I understand that in case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled event without liability. Refunds will be awarded if cancellation by the City is necessary. Likewise, certain areas and/or amenities may be forced to close with little or no notice due to mechanical, chemical, or environmental issues (including lightning). Refund requests will be assessed on a case-by-case basis in these situations.*

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*I understand that the max occupancy of the Party Room is 16 people, including the hosts, guest of honor, and all adults and children attending our event. Under no circumstances are more than 16 people to be in the Party Room due to the fire safety code. If the number of attendees ends up to be more than 16, day passes will have to be purchased for the extra guests and could be grounds for forfeiting the deposit. I also understand that I must provide a guestlist with first and last names of each guest, and that each guest must check in at the Guest Services desk when they arrive. Providing first and last names of each guest is also in case of emergency.*

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*I understand that the adjacent room(s) may be in use and that the wall between the rooms is a sound barrier, not soundproofing; and that our party will be considerate of others using the REC and not enter or use the exit in the adjacent room.*

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*I understand that submittal of this application does not guarantee a reservation. Only after all documents have been received and all required payments are made will a reservation be confirmed.*

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*I understand that the Party Room must be inspected before and after our reservation time and that my reservation includes setup and cleanup times of ½ hour prior to and ½ hour after my event, and that I am responsible for making sure the Party Room is cleaned and cleared within the reservation time.*

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*I understand that any confetti or confetti-like products are not allowed in the Party Room, and food and drink are not allowed by the pool.*

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*It is distinctly understood and agreed that I as the applicant assume all risks for loss, damage, liability, injury, cost, or expense that may arise during, or be caused in any way by such use or occupancy of the facilities of the City of Cottonwood and/or Recreation Section. I further agree that in consideration of being permitted to use the facilities, I will save and hold harmless the City of Cottonwood and/or its employees from any loss, claims, and liability or damages, and/or injuries to persons and property that in any way may be caused by my use or occupancy.*

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*I, the undersigned, hereby certify that I will be personally responsible as, or on behalf of, the applicant of any damages/loss sustained by the grounds, building, furniture or equipment, or unusual cleanup required through the occupancy of said facilities by the applicant. I am aware that liability insurance may be required in certain situations, naming the City of Cottonwood as additional insured.*

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Signature

Printed Name

Date

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City of Cottonwood Staff Signature

Printed Name

Date

City of Cottonwood currently accepts payment in the form of cash, credit card, and local checks made payable to the City of Cottonwood. Cancellations will be dealt with on a case-by-case basis.

**The refundable deposit** is not applied to the rental fee and is actually deposited, then fully refunded if the reservation policies are adhered to and Party Room is left in good order and ready for the next reservation (i.e., tables and chairs wiped down, all trash disposed of, refrigerator cleared out, floor swept or vacuumed if necessary, etc.). Cleaning supplies are available in the room or at the Guest Services desk. Any extra cleaning required will be deducted from the deposit refund, which is processed 3 to 10 days after your event.



PERMIT # \_\_\_\_\_

Copy to \_\_\_\_\_ AQ \_\_\_\_\_ RC

Date \_\_\_\_\_

## PARTY ROOM RESERVATION

Date *and* day of reservation: \_\_\_\_\_

Event time (including setup/cleanup): \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose of event: \_\_\_\_\_  
(*e.g., Henry's Birthday Party, Annie's Graduation Celebration*)

Number of attendees (including hosts and guest of honor): adults \_\_\_\_\_ youth \_\_\_\_\_

# of chairs \_\_\_\_\_ # of tables (6 ft × 30 in) \_\_\_\_\_





# PARTY ROOM GUEST LIST

Please submit your guest list to the Guest Services desk on the day of your party or email it to Rosa Cays at [rcays@cottonwoodaz.gov](mailto:rcays@cottonwoodaz.gov) no later than two days before your reservation.

Please inform your guests that they must check in at the Guest Services desk when they arrive. This way your guests will not be charged for a day pass.

DAY, DATE, AND TIME OF PARTY: \_\_\_\_\_

PARTY HOST/GUEST OF HONOR: \_\_\_\_\_

## REMEMBER:

**The maximum number of guests allowed in the Party Room is 16, including YOU the host(s), the guest of honor, and ALL adults and children! This MUST be adhered to or your deposit may be forfeited.**

**In case of emergency, we require that you include first AND last names. Thank you!**

**FIRST and LAST NAMES (one name per line, starting with host(s), guest of honor):**

- |          |           |
|----------|-----------|
| 1. _____ | 9. _____  |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 8. _____ | 16. _____ |

Please make sure to get a Party Room checklist from the Guest Services desk and to do a pre- and post-party inspection with a staff member! This will ensure you take care of all your responsibilities so that you get your full deposit refund. Thank you!