



141 Bassett Lane, Hyannis MA 02601 ~ 508.790.6345 ~ www.town.barnstable.ma.us/hycc

Application for HYCC Birthday Party

Please complete both sides of this application and email it to: recweb@town.barnstable.ma.us or return it to the HYCC reception window at 141 Bassett Lane, Hyannis MA.

Monday - Friday 8:30am-4:30pm
141 Bassett Lane. Hyannis or fax to 508-790-6279

Requests are held and are not guaranteed without full payment, submission of application does not guarantee reservation.

First Choice Date & Time Requested Date: _____ Start Time: _____ End Time: _____	Second Choice Date & Time Requested Date: _____ Start Time: _____ End Time: _____
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Ice Skating Party

\$305.00 per time block

Includes: 50 Minutes of Ice Rental (**50 minutes**) + 2 Hours in the Shepley Room (**Set up time available upon advanced request and as the HYCC Schedule allows**)

(24) guests & Ice Skate Rentals

Available Days: Saturdays / Sundays

Available Times: (12:00pm – 2:00pm) or (3:00pm – 5:00pm)

Gym Party

\$150.00 per time block

Includes: 1 Hour of (1) Volleyball Court Or (1) Basketball Court + 2 Hours in the Shepley Room (**Set up time available upon advanced request and as the HYCC schedule allows**)

Available Days: Saturdays / Sundays (November – March)

Available Times: (12:00 till 8:00pm)

Shepley Room Party

\$80.00 per time block

Includes: Six (8ft) tables and 24 chairs + 2 Hours in Shepley Room (**Set up time available upon advanced request and as the HYCC schedule allows**)

Available Days: Saturday / Sunday

Available Times: (12:00pm - 2:00pm) or (3:00pm – 5:00pm)

Please make sure the front and back of this form are filled out, please and thank you.

Contact Person: _____

Address: _____

Daytime Phone # _____ Cell Phone # _____

Email Address _____

Application Process:

1. Parties are booked on a first come, first served basis.
2. If you don't already have an account with Barnstable Recreation, please create one at: <https://www.town.barnstable.ma.us/departments/Recreation> (Click on the WebTrac Icon)
3. Once created, please complete all sections of this application and email to: recweb@town.barnstable.ma.us or return to: HYCC, 141 Bassett Lane, Hyannis, MA 02601
4. Once received, your application will be processed, and an email confirmation sent from: townofbarnstable@rectrac.com.
5. The Town of Barnstable encourages all groups utilizing the HYCC to work with our food service provider, The Little Sandwich Shop Café @ the REC, for all your food and beverage needs. The Little Sandwich Shop Café @ the REC 508-771-3932
6. You have **7 days** from receipt of the confirmation to submit full payment. Payments can be made by logging into your WebTrac account, or by check payable to: The Town of Barnstable. **Failure to make the full payment will result in the cancellation of your reservation. Payment will only be refunded if HYCC staff cancel your reservation.**

Rental Information:

Room Set-Up: The Shepley Room is set with six 8ft. tables and 24 chairs. There is one extra 8ft. table along the wall for cake, presents, etc.

Timing: The room is not available before or after the listed times. If you would like time to set-up/decorate prior to your arrival time, please email: recweb@town.barnstable.ma.us

ASSUMPTION OF RISK & RELEASE CLAUSES

Permitted party and all associated users that access the HYCC as either a spectator or guest of above-mentioned party under this agreement assume all risk and dangers incidental to such intended use. These risks and dangers include but are not limited to the danger of being injured while accessing the facility.

By accepting and signing this Permit Application, the Licensee hereby waives, releases, and discharges the Hyannis Youth & Community Center, the Town of Barnstable Community Services Department, its agents, employees, and the Town of Barnstable for any losses, damages, costs, expenses, causes of action, and claims they may have arising out of the use of the licensed area pursuant to this Agreement or otherwise.

These provisions shall survive the expiration or early termination of this Agreement.

Licensee's Signature: _____ Date: _____

Managers Approval: _____ Date: _____