

City of Blue Lake Roller Rink
P.O. Box 458/312 S. Railroad Ave.
Blue Lake, CA 95525
(707) 668-5932

Thank you for booking your party with us at the Blue Lake Roller Rink! We are looking forward to having your group skate with us. Please read the following guidelines before your party date. Complying with these guidelines will make for a much smoother event for all involved.

Skate Party Guidelines

1. We must receive your signed Skate Party Agreement and **non-refundable** initial installment of \$50 (cash or check only) at your earliest convenience to officially reserve your party. If special accommodations are needed, please call us at 668-5932. The remaining balance is due upon arrival to your party.
2. **For Private Parties:** All skaters under the age of 18 must have a Liability Release Form filled out completely by a parent or guardian before they will be allowed to skate. A copy of this form is included in your skate party packet/email. You will want to make copies of this form and include it in your invitations for all party guests. Additional copies will also be available at the rink the day of your party for a charge of 15 cents per waiver.
3. **For School/Non-Profit/Business parties:** Schools/Non-profits/Businesses must provide liability insurance endorsing the City of Blue Lake for \$1 million. Contact our City Clerk for additional information at 668-5655.
4. **Attendance** is monitored by the total number of guests attending your party, whether they are skating or not. The skate supervisor will perform a head count half-way through your party to appropriately assess your guest count. If your guest attendance is higher than expected, staff will increase your party fee accordingly.
5. **To reschedule a party:** Call the Parks & Recreation office at 668-5932. If staff is not available to assist you, please leave a detailed message and you will receive a call back. To reschedule, staff will confirm whether your new party date and time is available, and send you a brand new contract. Rescheduling is free and we will do our very best to accommodate your wishes!
6. **Cancellations:** Friendly reminder that your \$50 initial installment is non-refundable. If you cancel your party, there is no refund. We apologize for any inconvenience; this policy is in place to help our department recoup a small portion of the revenue we lose due to a cancellation.
7. You are welcome to arrive 15 minutes prior to your scheduled party to set up; however, no guests will be allowed to skate until the start time of the party. You can inquire about additional set-up time beyond 15 minutes; extra charge will apply.
8. You must furnish all plates, utensils, cups, etc. You are welcome to bring decorations; however, please remember to remove them before your group leaves.

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9. For the **safety** of skaters, the **following items are not allowed** at the skating rink: trick candles, confetti, glitter, lollipops (any candy with a stick), popcorn, gum, silly string, non-helium balloons, and any small play items (balls, etc). If you are planning to give out a goody bag to your guests, please do so **at the very end of the skate session**.
10. **Food and Drinks:** There is a refrigerator and a freezer available for cake/ice cream storage if needed; please let our staff know if you will need access to either during your party. You are welcome to bring food and drinks for your party to enjoy, with the exception of alcohol and the items listed in #7. Please let our staff know upon booking the party if you would like our concession stand to be open; additional charges do apply. Some of our concession items are: sodas, juice, Gatorade, candy, chips, nachos, frito pies, pizza, and burritos.
11. **Music** requests can be made by speaking to any staff member; we will do our best to accommodate your requests, but our selection may be limited. You are also welcome to play your favorite tunes during your party via CD or iPod/MP3 player.
12. Our staff will provide you with cleaning supplies near the end of your rental (or earlier upon request). You will have **15 minutes after your skate party time to clean up**; however, when spills are left until the end of the party it is often difficult to clean them after they have been skated over. *We reserve the rights to charge you additional fees should you fail to clean up after your party, damage any of the facility, or stay over the allotted 15 minutes for clean-up*

We often have parties booked directly after each other, so it is very important to leave the party area in the same condition you found it in.

You will be responsible for:

- Vacuuming the floors in the party area as needed
- Wiping down tables as needed
- Removing all decorations
- Wiping down sink and counters from Kitchen as needed

Our staff will be responsible for

- garbage and recycling
- sweeping and/or mopping floor
- cleaning restrooms
- disinfecting and putting away skates

Directions to the Rink: Take Highway 299 to Exit 5 – Blue Lake. When you approach the roundabout, take the first right onto Chartin Rd. Then, take the first left onto South Railroad Ave. The rink is about a ¼ mile down the road on the right (next to the softball field). See you there!

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