



# Event Application

## General Information

Contact Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Last First*  
 Phone: ( ) - Cell: ( ) - Email: \_\_\_\_\_  
 Address: \_\_\_\_\_

Event Date & Time: [ / / ] : [ AM/PM ] Date Confirmed: [ / / ] By: [ ]  
 Number of Children: \_\_\_\_\_ Number of Adults: \_\_\_\_\_  
 Event's Star: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_ First FACTory Event? Y/N  
 Type of Event:  Indoor FACTory Party  Tennis Party  Corporate Event  
 Pool Party  Meeting Room  Other \_\_\_\_\_

## Event Information

Theme: \_\_\_\_\_ Provided by:  Contact  FAC (Add-On)  
 Food: \_\_\_\_\_ Provided by:  Contact  FAC (Add-On)  
 Staff: \_\_\_\_\_ Provided by:  FACTory Attendant  FAC Lifeguard

## Liability Waiver

I agree to assume full risk and to waive, relinquish, and release all claims that participant or I may have against, indemnify, hold harmless and defend Fayetteville Athletic Club. This release includes FAC officers, agents, servants, and employees from any such claims resulting in injuries, damage, or loss sustained on personal medical insurance and the participants in this event. I understand that I am responsible for all personal insurance and the participant's family must cover any medical cost incurred. Injured parties will be taken to Washington Regional Hospital in Fayetteville, Arkansas. I also understand that every precaution is taken to protect the safety of each participant. I agree to emergency treatment by a physician or hospital in the event that I cannot be reached. I also agree to assume responsibility for any guests left in my care as their acting legal guardian.

## Fit Fun FACTory Policies for Special Events

- All parents or legal guardians must complete a guest waiver upon arrival. If the parent or legal guardian will not be present, a guest waiver must be completed prior to the event
- Peanut Products are NOT permitted in the FACTory
- Damages incurred to FAC property will result in charges based upon the value of the damaged item(s)
- Pool Guests may NOT bring inflatable toys and rafts. Guests not Potty Trained must wear a swim diaper while in the pool.
- Cancellation of your event without rescheduling will result in the loss of your deposit
- Socks must be worn in the Maze & Kinect Room at all times. Tennis Shoes may be worn in the gym.
- Birthday Party Guests will include (but may not be limited to) all siblings & children under the age of 18, will exclude the Birthday Child(ren) & Non-Walking Guests
- Birthday Parties that exceed 25 children or 50 total persons will incur additional charges
- Due to time constraints, we must allot a 15 minute grace period after your scheduled end time...any event that exceeds the grace period may incur additional charges.
- Actual charges will be calculated during the event, and payment will be needed prior to FAC's Main Desk closing
- No Food will be allowed under the "Bubble" for winter pool parties, the party room will be used in conjunction with the pool.
- Each party is allowed 30 minutes set-up prior to the scheduled party time. Please come prepared to have ALL set-up done within this time including: decorating, food, games, activities, & anything else! Our attendant is there to assist you, if you would like us to do it for you there is the option of paying for a "theme party" add-on. Set-up that exceeds 30 minutes will be charged a fee.

I have read and understand the liability waiver and the Fit Fun FACTory's policies for special events. I agree to abide by these rules and regulations, and any safety instructions given by FAC staff, attendants, &/or lifeguards.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Staff: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Estimated Cost Worksheet

Birthday Party Options	Birthday Theme Add-Ons	Pizza Add-On
Specialty parties must be arranged at least 2 weeks prior to the event's date.	Choose one of our themes and we will have the party room decorated prior to your arrival	Want us to arrange the food?
<input type="checkbox"/> Indoor (8 Guests) \$120.00	<input type="checkbox"/> (8 Guests) \$55.00	<input type="checkbox"/> # ___ Pizzas @ \$10.00 each
<input type="checkbox"/> Indoor (9-16 Guests) \$145.00	<input type="checkbox"/> (9-16 Guests) \$65.00	<input type="checkbox"/> Cheese
<input type="checkbox"/> Indoor (17-25 Guests) \$165.00	<input type="checkbox"/> (17-25 Guests) \$75.00	<input type="checkbox"/> Pepperoni
<input type="checkbox"/> Pool (25 Guests) \$175.00	<input type="checkbox"/> Themed Goodie Bags	<input type="checkbox"/> Sausage
<input type="checkbox"/> Winter Pool (25 Guests) \$185.00	# ___ @ \$2.00 Each	<input type="checkbox"/> Veggie
<input type="checkbox"/> Tennis (10 Guests) \$130.00	<input type="checkbox"/> Helium Balloons # ___ @10/\$10.00	<input type="checkbox"/> Other _____
<input type="checkbox"/> Adult Birthday Party Cost Varies	<input type="checkbox"/> Special Themed Activity &/or Attendant (Cost to be arranged with the party planner)	<input type="checkbox"/> Drinks (Cost to be Determined)
<b>**Tips for party attendants &amp;/or lifeguards are not included but are both welcome and appreciated!**</b>		

Space Rentals	Corporate Events	Other
Want to get away from the office or need a space to meet a client, or practice? (Option NOT available for Parties)	From Casino Night to Charity Events... We have the space and options to fit your needs!	Have an idea for an event? Let our Event Planner work with you to plan the perfect event!
<input type="checkbox"/> FACTory Gym \$100/Hour	<input type="checkbox"/> Base Fee \$200.00/Hour	<input type="checkbox"/> Attendants/Lifeguard
<input type="checkbox"/> FAC Main Gym Court \$100/Hour	<input type="checkbox"/> How many people?	<input type="checkbox"/> Catering
<input type="checkbox"/> Studio (after 7PM only) \$100/Hour	<input type="checkbox"/> Tables & Chairs Needed?	<input type="checkbox"/> Adult Beverages (Catered)
	<input type="checkbox"/> Tents?	<input type="checkbox"/> Family Friendly
<input type="checkbox"/> Other _____	<input type="checkbox"/> # ___ of Attendants/Lifeguards	<input type="checkbox"/> Childcare Provided by the FACTory
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

FAC Members may be able to receive a discount on space rentals fees during NON-Peak times.  
Contact our Event Planner for more Information!

In order to reserve your time, date, and space a \$50 non-refundable deposit must be paid within 7 days of scheduling your event...  
The deposit will be applied to your final bill.

This is an estimate; actual charges will be tallied during your event and must be paid prior to the FAC main desk closing.  
We accept Visa & Mastercard, Checks, Cash, & FAC Club Accounts.

Notes & Additional Information:



# Event Application

## FACTory Event Take Home Policy Sheet

### Fit Fun FACTory Policies for Special Events

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<b>**Tips for party attendants &amp;/or lifeguards are not included but are both welcome and appreciated!**</b>		

This is an estimate; actual charges will be tallied during your even and must be paid prior to the FAC main desk closing. We accept Visa & MasterCard, Checks, Cash, & FAC Club Accounts. Your \$50 deposit will be applied toward your final bill.

All party details must be discussed with the Event Planner a minimum of 3 days prior to the event. A checklist will then be made and given to your party's attendant to let them know what to expect, and where they may be of assistance. No other games, food, decorations, or activities will be allowed without contacting the Event Planner and getting approval. For instance, you would not be able to come the day of the party and expect the attendant to fill 30 helium balloons, plus help decorate the cupcakes..... Please keep in mind our parties include access to our 2 story maze, gym games, and other FACTory Areas...These are very active parties, so a few decorations in our party area, some friends, and cake will make 2 hours fly by very quickly!

We are really excited and appreciate that you have booked your party with us at Fayetteville Athletic Club! We have these rules in place to protect not only us but you as well. By letting you know these things ahead of time, we hope to simplify the process for you, eliminate any questions or concerns you may have ahead of time, and set-up guidelines for a fun and safe event.

I look forward to working with you! If you need any help, ideas, referrals for catering through our cafe, copies of the guest waivers before the party, or to send me the party details prior to your event... Please feel free to email me anytime! [events@fayac.com](mailto:events@fayac.com)  
Eric Redmon: Parties, Events, & Kids' Night Out Coordinator Fayetteville Athletic Club