

Skate Party Reservation and Order Form

Please Read and Fill Out Form Completely!

- Parties are held in a heated, tented facility.
- **\$75.00 Non-Refundable Deposit is due in order to secure date for rental.**
- Minimum of 10 paying guests required in order to book the tent, maximum of 30.
- Please note that this is an outdoor skating center and is therefore subject to weather conditions and possible closings, we do reschedule parties if need be. Please call 401-846-3018 on the day of the event for confirmation.
- **Prior to sending this form in please contact Erica Keating, (401) 846-1600 x227, at the Newport Yachting Center to confirm date and tent availability.**
- Any person who skates, including all adults and children, must purchase an admission pass.
- You may bring in a birthday cake but all other food and beverages must be ordered through the skating center. We provide paper and plastic products including plates, napkins, and plastic ware.
- It is required for any group to provide the Newport Yachting Center with a **guaranteed number of guests and a complete food and beverage order 48 hours prior to the party time.**

Guest of Honor (birthday parties)/Group name (non-birthday parties): _____
Guardian/Contact Name: _____
Address: _____ City, State, and Zip: _____
Day Phone: _____ Evening Phone: _____
Email: _____

Date Requested: _____ (*Circle session and room rental time*)
Session Time: 11:00AM-2:30PM 3:00PM-6:00PM 6:30PM-9:30P
Tent Time: (12pm-1pm) (3pm-4pm) (5pm-6pm) (6:30pm-7:30pm)

Appr. number of skaters (if number changes over 10, either way, call Erica with new number) _____

Prices:

1 Hour Tented Facility Rental (seats 30 people) \$75.00 - Includes Tables, Chairs, Heaters
Adult Passes.....\$6.00
Children Passes.....\$4.00
Adult Skate Rentals.....\$4.00
Kids Skate Rentals.....\$3.00

Party Extras:

Party Favors.....\$2.00/ favor bag
Party Specific Paper Goods.....\$0.50/ child (minimum of 10 children)

Payment Information:

A \$75 tent fee is required to reserve the tent space. All other costs are to be paid on the day of the party. For both the tent fee and the day of costs the payment types are as follows; cash, check, credit card.

Reservation payment:

Send check made payable to Newport Yachting Center to:
Newport Yachting Center, Attn: Erica Keating, P.O. Box 550, Newport, RI 02840

Or Payment can be charged:

Credit Card Type: Visa MC AMEX Credit Card#: _____

Expiration Date: _____ Signature: _____

Food and Beverage Menu & Prices

XL Plain Pizza (6-8 slices)	\$12.00	x _____	= \$	_____
XL Pepperoni Pizza (6-8 Slices)	\$13.00	x _____	= \$	_____
Hot Dogs	\$2.50	x _____	= \$	_____
Chips (serving size bag)	\$1.00	x _____	= \$	_____
French Fries	\$2.50	x _____	= \$	_____
Mozzarella Sticks	\$2.50	x _____	= \$	_____
Hot Chocolate	\$1.25	x _____	= \$	_____
Coffee	\$1.25	x _____	= \$	_____
Beverages (listed below)	\$1.50	x _____	= \$	_____

Indicate number of each beverage requested:

Pepsi _____ Diet Pepsi _____ AquafinA _____ Mountain Dew _____ Root Beer _____

Please note: You may bring in any decorations, balloons, etc. to decorate the party tent. You are responsible for set-up and break-down of any decorations brought in. Please refrain from the use of confetti and glitter.

**Newport Yachting Center Phone Number– (401) 846-1600
 Newport Yachting Center Fax Number – (401) 847-7754
 Sovereign Bank Family Skating Center Phone Number – (401) 846-3018**

-----**To be completed the day of party**-----

Number of Adults:	_____	@ \$6.00	= \$	_____
Number of Children:	_____	@ \$4.00	= \$	_____
Total Adult Skate Rentals:	_____	@ \$4.00	= \$	_____
Total Kids Skate Rentals:	_____	@ \$3.00	= \$	_____
Party Favors:	_____	@ \$2.00	= \$	_____
Party Supplies (Plates & Cups)	_____	@ \$.50	= \$	_____
Concession Total (From Above):			= \$	_____
<u>PARTY TOTAL:</u>			= \$	_____