



Thank you for choosing the RecPlex for your upcoming party!

Included is a copy of your Party Agreement along with the rules sheet. Please review the agreement and contents of this letter, then sign and return the reservation form. If you made an over the phone or email reservation and have not made a down payment it is not a confirmed reservation and you may lose the slot. The remaining balance is due at check in with cash, debit or credit card only. Please note that if you choose to cancel or reschedule your party more than 10 days in advance there is a \$15-\$25 fee to do so, within 10 days there is a \$50 fee.

Member rates are valid for RecPlex members immediate family only who live in the same household.

Please check in at the front desk. Our staff will guide you to your room and hand out your wristbands. This must be done before entering the pool area. Party packages do not include a private party host. If you would like to add a party host that fee is \$50 hour. This is only to assist with your party; the host will not go into the water with the children. Additional wristbands need to be purchased at the front desk before the guests enter the pool area. The 12 wristbands included in a party are for any and all swimmers (parents included). Additional swimming adults or additional swimming children are charged the bday party wristband fee of \$8.00. All rooms include seating for 20 guests. Larger parties should try to book two connecting rooms or upgrade to a bigger package using the Lakeview Studio. The typical party room will have two 8 foot rectangular tables and one 5 foot round table plus a counter with a sink. Extra tables are \$8 each and extra chairs are \$1.00 each and a single room can be set up for 28-30 guests. You will have the room for a 3 hour period for most packages. Swim time is 1 ½ hours. The first 15 minutes are set up, then 1 ½ hours of swim time and the last 15 is clean up. ***The 3 hours includes set up and clean up time.*** If you would like to get into your room early or stay late, room rental and more swim time may be added on for a fee. Many times we do back to back parties and additional rental time may not be available. Please refer to your agreement for the schedule of room and activity time. We ask wet swimmers do not go in and out of party rooms. Only the areas of the RecPlex as noted on your reservation form are available to your guests and only for the party time frame. Anyone wishing to use any other part of the facility will need to buy a day pass. ***There are no refunds for unused swim bands. Please bring towels as they are not provided.***

Our facility allows guests to bring in cake and ice cream to any party room. Any other items than cake and ice cream will not be permitted without the purchase of a \$55/\$65 food package. If you add on a food package you are then able to bring in other items. If you prefer not to purchase a food package but wish to bring in other food items besides cake and ice cream a \$55 service fee will apply. This is a strict policy. To ensure your party has a smooth check in process and is allowed to get into your room at the start of your party time we ask all groups adhere to this policy. Reservations in Lakeview Studio are allowed to bring in crock pots, chafing dishes or have food catered in with no service fee. Concession items and prearranged food packages are available in the facility. We will accommodate delivery times for orders added on the same day of the party to the best of our ability. Add-on food orders must be paid for at time of order. Food Packages include basic tableware (not decorative) and consist of 12 small plates, 12 small cups, 12 forks and napkins. We can offer up to 6 additional place settings at no charge. Any place settings above this can be purchased in packs of 6 place settings for \$3 each. Ice may be purchased for \$3 for an 8 lb. bag. Groups are responsible for bringing all other necessary items for serving your guests including plates, cups, napkins, utensils, cake knife and spatula. Deluxe party packages are available which include decorations, decorative tableware, goody bags and the food package of your choice. Items to remember; birthday candles, lighter or matches, towels for all guests that are swimming and locks for the locker rooms. All party guests are to use the family changing rooms please.

Party guest parking is accessible by entering the 10 minute parking-drop off area in the front of the RecPlex and following the signs labeled "party parking."

If you have any additional questions, please feel free to contact me at 262-947-0437 ext. 3620. Thank you again for choosing the RecPlex for your special event!

**Julie Ann Beth – Rental Coordinator
RecPlex-9900 Terwall Terrace**

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