



## Room Rental Application for Birthday Party

(Weekends in October - May)

Email: [ECoughlin@NorthStarIceSports.com](mailto:ECoughlin@NorthStarIceSports.com)

Date of Request: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: (print legibly) \_\_\_\_\_

Date Requested (Saturday or Sunday only): \_\_\_\_\_

Room Hours : 12:30 - 3:00 @ \$50

**Please Note:** Public skating rates and rentals are not included and tickets are sold cash only. Families are strongly encouraged to arrive at least 30 minutes prior to purchase tickets for the estimated amount of skaters.

I do hereby take full responsibility to make sure the room is left clean after my group has finished our function. I also take responsibility for any and all damage that my group may cause while using the room and any area my group had access to during the event. A North Star Employee shall inspect the conference room prior to the party and after at which point it will be determined if any damages or staff clean-up is necessary.

\$50 is due immediately and can be paid by Cash/Check or Credit Card. An additional \$100 security deposit is needed to reserve the room and must be held on a valid credit card authorization form. Upon successful completion of room inspection the Credit Card Authorization form will be destroyed. Please bring this form to the rink office located in Rink C or leave it in the drop box in an envelope. Payment must be received before use of the room is granted.

Signature (Contact): \_\_\_\_\_ Date: \_\_\_\_\_

Return form to: Enid Coughlin  
NorthStar Ice Sports  
15 Bridle Lane Westborough, Ma 01581

(EMPLOYEE CONFIRMATION & INSPECTION)

\_\_\_\_\_  
(Date Received)

\_\_\_\_\_  
(Employee Initials)

\_\_\_\_\_  
(Confirmation Made)

### Birthday Room Inspection:

Inspection Notes: \_\_\_\_\_

NorthStar Employee (Print): \_\_\_\_\_ Date: \_\_\_\_\_

NorthStar Employee (Sign): \_\_\_\_\_