



BASIN RECREATION

FIELDHOUSE BIRTHDAY PARTY/PRIVATE EVENT REQUEST FORM

Have a birthday celebration, team party or family gathering at The Fieldhouse and choose your own amenities! Play on the turf field or in the gymnasium with options of using batting cages/golf cages/pickleball and more, enjoy fun bounce houses, or party at the splash pad. We have two party rooms to host refreshments.

You are more than welcome to arrive at the facility 30 minutes prior to your event start time to set up. As a reminder, food and drinks are not permitted on the field or in the gymnasium and alcohol is not allowed in the facility. **A request form is required for every event.**

Questions can be directed to (435) 655-0999 Ext. 114 or via email at kim@basinrecreation.org.

EVENT INFORMATION

TODAY'S DATE: _____ NAME: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

TITLE OF EVENT: _____

1ST CHOICE EVENT DATE: _____ 1ST CHOICE EVENT TIME: _____

2ND CHOICE EVENT DATE: _____ 2ND CHOICE EVENT TIME: _____

EXPECTED NUMBER OF ATTENDEES (ADULTS AND CHILDREN): _____

RENTAL OPTIONS

_____ Field Meeting/Party Room (22 max capacity) \$50	_____ Full Gymnasium \$120
_____ Gym Meeting/Party Room (37 max capacity) \$50	_____ Half Gymnasium \$60
_____ Full Field \$120	_____ Pickleball court \$30
_____ Half Field \$60	_____ Pickleball court w/ machine \$45
_____ Batting cage \$25	_____ Batting cage with machine \$55
_____ 10' Castle w/ Slide Inflatable \$60 (flat fee)	
_____ 14' Red, White, & Blue Inflatable \$70 (flat fee)	
_____ 17' Aloha Inflatable \$85 (flat fee)	
_____ 32' Obstacle Course Inflatable \$125 (flat fee)	

Rates are per hour unless otherwise noted; Non-Resident Rates may differ. Some amenities may have a set-up fee.

Please return this document to Kim Isleib via email at kim@basinrecreation.org.

BIRTHDAY PARTY / EVENT BOOKING PROCESS

1. Fill out the Request Form and email the document to Kim Isleib via email at kim@basinrecreation.org.
2. Within 48 hours on regular business days, you will receive an email acknowledging that we received your request form.
3. The Fieldhouse booking specialist will call you to confirm your event and payment is required to guarantee your event date and time.
4. Once your event is confirmed, you will receive an email confirmation with additional information and a link to the waiver form.
5. Please send all participants the link to the waiver form, so that the waivers can be completed PRIOR to the event. If there are minor participants, a waiver must be signed by a parent or guardian.

CANCELLATION / NO-SHOW POLICY

All cancellation requests for a Party Room, Court, Field, or Bounce House reservation must be received at least three (3) calendar days prior to the reservation date to be eligible for a refund. Any requests received less than three (3) calendar days prior to the reservation will not be considered for a refund. If the District must cancel a reservation, the reservation holder will be given a full refund, or the reservation will be rescheduled to a mutually agreed upon time.

You will need to fill out our [patron credit request form](#) to request a refund.