



EVENT QUESTIONNAIRE

Thank you for choosing SSD to help host your special day! Please complete the attached forms. We will contact you with follow-up questions so we can help make this day a great success!

NAME: _____ **EMAIL:** _____

CELL: _____ **EST. TOTAL # of PEOPLE** _____

DATE PREFERENCES: 1. _____ 2. _____ 3. _____

TIME PREFERENCES: 1. _____ 2. _____ 3. _____

****Facility rental availability is at a minimum of one hour****

HOW MANY HOURS WOULD YOU LIKE TO RENT THE FACILITY? _____

TYPE OF EVENT

BIRTHDAY PARTY

CORPORATE OR GROUP EVENT

Age _____

Adults only _____

M or F _____

Families _____

Shirt Size _____

DETAILS – please circle

RENTAL: Field & Lobby

Lobby ONLY

Field ONLY

HELP WITH: Decorations *

Renting Games*

Instructor/Ref*

*additional fee

We can customize packages for your event! If you are in need of a soccer instructor, floorball instructor, PE/Fitness instructor, referee, dodgeball, bouncy castle, adult yard games, or extra field time, let us know and we will help! Have your own ideas? Let us know. Once we have a better idea of what type of event you are planning and what is needed, we will provide you with an itemized pricing list and contract. We look forward to working with you!

SSD RENTAL RULES – Please initial & bring to event

- A down payment of **50%** is required at the time of your booking. The remaining payment is required to be paid in full **10 days prior** to your reservation date. Cancellations more than **10 days** before your event will be refunded at **100% minus a \$15 credit card cancellation fee**. Cancellations less than 10 days before the scheduled event will be refunded **50%** of the total rental cost.
- You will be allowed **inside the facility 15 minutes before** your rental time to set up for your event. You must be cleaned up **by the end** of your rental time. Please be courteous of other incoming events. If there is **no booking prior to your event**, you can request additional **15 minute** set up time for a **\$20 fee**.
- Absolutely** no adhesive tape or putty is allowed on any surface including walls and tables. You can use painters tape. **Absolutely** no penetrations of any walls (no pushpins, nails, etc.). Tying decorations with string is allowed. Balloons are allowed in the front lobby area ONLY.
- Feet are meant for floors so kindly ask your guests not to rest their feet on the walls, windowsills, or furniture. Please do not touch the window curtains. Please stay out of blocked off areas.
- If you are serving any food, please bring tablecloths to cover all the tables**. You are responsible for cleaning off tables and disposing trash into garbage cans. There are 5 - 6 foot tables and 4 card tables. You will need 7 tablecloths.
- No food or gum** is allowed on the athletic field. You can eat in the front room, hallway or upstairs. Drinks are allowed on the field. There is a stereo available that hooks up to Bluetooth. **Please ask for assistance** with stereo. No cleats.
- I understand that I am financially responsible for any damage to the facility that occurs during my event.**
- If applicable, I understand that if I am renting any of the SSD games for my event, my credit card will be kept on file. If any of the games are damaged during my event, I will be responsible for paying for the cost for replacement of these games.**

ADDITIONAL INFORMATION

The first floor of our facility consists of the front party room, bar/concession stand, athletic field and viewing area. The front lobby area is currently equipped with 5- 6ft tables and 4- card tables. This room seats approximately 30 people. There is a TV available for use and we do have WIFI. Snacks, non-alcoholic and alcoholic drinks are available at the concession stand. You are **NOT** allowed to bring in outside alcohol. The facility does have bathrooms. There is not a kitchen available for use. If you need use of a refrigerator, please let us know. We do have a viewing area with limited seating on the second floor of our facility. Our facility can hold up to 425 people. For large parties/events, we can open a bar on the second floor. We do not have tables and chairs available for larger events. Pricing for large parties will vary. Please note that we book our calendar months in advance, so if you have a specific date you are looking at, let us know asap. We will do our best to accommodate your requests!

Signature

Date