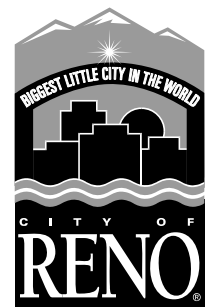




2008-2009

**Group Reservation/
Private Party Packet**

(Please note: Reservations will be taken on a first come, first served basis beginning October 1, 2008. A Group Reservation form is required; phone reservations will not be accepted.)



Rink Location

The rink is located at 10 North Virginia Street, at the corner of First and Virginia Streets, north of the Truckee River.

Parking

Convenient and plentiful parking is available with over 4,000 validated as well as paid parking spaces within a two block radius of the Rink. For information on bus parking, please call Noah at 334-2262.

Hours of Operation and Fees

Operating Dates

Open: Wednesday, November 26

Close: Sunday, February 22

Public Skate Hours

Monday	10 am - 1 pm, evenings available for private party rentals
Tuesday	10 am - 1 pm & 7:30 pm - 10 pm (Lessons from 6pm-7:30pm)
Wednesday	10 am - 1 pm & 6 pm - 10 pm
Thursday	10 am - 1 pm & 6 pm - 10 pm
Friday	10 am - 1 pm & 6 pm - 11 pm
Saturday	11 am - 11 pm
Sunday	11 am - 6 pm, evenings available for private party rentals

Daily Admission

Adult (13+)	\$6
Youth (3-12 yrs)	\$4
Senior (55+)	\$4
Skate Rental	\$2

Group Rates

Groups of 20 or more with an advance reservation receive free skate rental if reservations are made a minimum of two weeks in advance. Groups must submit a Group Reservation Form; reservations will not be taken by phone. Payment is required at check in.

Private Party Rental

The rink is available for private party rentals on a first come, first served basis:

Before 10 am Monday-Friday

After 6 pm on Sunday

After 6 pm on Monday

Private party rentals must be made a minimum of two weeks in advance.

Private Rental Fees

The fee to rent the rink is \$250 per hour. Additional staff fees will apply depending upon the size of your group. Additional fees are as follows: 100–150 people an additional \$20 per hour; 150–200 people an additional \$40 per hour; 200+ people an additional \$60 per hour. Skate rental is included.

Cancellations

Forty-eight hours notice must be given for cancellation of all group and private party reservations. Groups that do not give 48 hours notice will be billed based on the anticipated group numbers. There will be no refunds given for Private Rentals cancelled with less than 48 hours notice. Exceptions may be made for extenuating circumstances such as severe weather.

Payments

Acceptable forms of payment are cash or check only. The rink does not have the ability to accept credit card payments at this time.

Rink Rules/Regulations/Guidelines

Please make your group members aware of these rules before arriving at the rink.

1. Skating in a manner that endangers or interferes with other skater's safety or pleasure is strictly forbidden.
2. Roughness, excessive speeding, or weaving through other skaters is prohibited.
3. No tag or games of any kind are permitted on or off ice.
4. No person is permitted on the ice without skates.
5. Skaters, while on the ice, must keep moving.
6. No eating, drinking, chewing tobacco, or smoking is permitted on the ice surface.
7. Eating and drinking are permitted in designated areas only. Groups are responsible for cleaning up after their use; areas used by groups must be returned to their original condition or a fee may be assessed.
8. Skaters are not allowed to carry children.
9. Guests may not sit on dasher boards.
10. No dogs (except Seeing Eye dogs) or pets of any kind are permitted on the premises.
11. Smoking is not allowed on the rink premises.
12. Guests are not allowed on the ice during resurfacing.
13. Exits are to be kept clear at all times.
14. Kicking holes in the ice is strictly forbidden.
15. Throwing snowballs or any objects is strictly prohibited.
16. Persons who appear to be under the influence of alcohol or other substances are not permitted on the premises.
17. Guests are not allowed to walk with rental skates on areas not covered by matting or exit the rink premises with rental skates in their possession.
18. Skaters are not allowed to climb over the dasher boards to get onto the ice.
19. Skaters are not allowed to intentionally slide on their belly, knees, or rear end.
20. Clothing is not allowed on the dasher boards.

Skates

The smallest skate we offer is a Toddler 7 in a Figure skate. The largest skate we offer is a size 16 in a Hockey skate.

We offer two kinds of skates, Figure skates and Hockey skates. The hockey skates are wider and tend to work better for those with a wide foot.

Skates should fit snugly, but not so tight they cut off the circulation to the foot. If a skate is too loose it will result in blisters and lack of control when skating.

Ice skates do not fit like tennis shoes; the laces must be loosened in order to get them on and off. Hockey skate laces must be loosened almost all the way down and the tongue pulled forward. If the heel of the foot does not touch the bottom of the boot they are not loose enough. Skates need to be laced all the way to the top of the boot; this includes the D-rings on figure skates.

Please remind those in your group to tuck the laces into the boot before exchanging or returning skates.

Special Needs

Accommodations can be made for group members with special needs. If you have any questions please call April McIntyre, Inclusion Supervisor, at 334-2260.

First Aid

The rink is equipped with a basic first-aid kit. Please make staff aware of any injuries so that they may assist the injured party and fill out the proper paper work.

Weather and Mechanical Problems

Despite our best efforts it is sometimes necessary to close the rink due to inclement weather or mechanical problems. If this is the case we will inform the contact listed for the group as soon as possible. If possible we will reschedule the group at an agreed upon time. If fees have been paid for a private rental and the group cannot be rescheduled, the fees will be refunded. If there is any question about the rink being open, please call the Rink on the River Hotline at 334-6268 or the Northeast Community Center at 334-2262.

Reminders and Helpful Hints

Please remember, we have booked time for your group based on your reservation. We may have booked a group before or after you and thus may be unable to extend your time. Group leaders must pay for all participants prior to wristbands being given out.

Fridays and the week before winter break are traditionally busy times for school groups, book early.

Winter break is traditionally a busy time for groups that offer youth programs, book early.

Make sure your children know their shoe size beforehand, for smaller children it helps to write their size on a name tag or sticker which staff can see. This will make the process of getting skates much quicker and smoother.

We do not have lockers or storage containers for large groups. When groups or classes are mixed, a garbage bag to hold all your group's shoes and items is recommended.

We do not have gloves, hats, or other warm clothing; please make sure your group members are dressed appropriately.

Please remember to tuck the laces back into the skate when exchanging or returning skates; this will make the process go faster.



Rink on the River Group Reservation Form

2008 - 2009 Ice Skating Season

City of Reno Parks, Recreation and Community Services

1301 Valley Road, Reno, NV 89512

Phone: 775-334-2262 Fax: 775-326-6677



Group Name _____

Contact Name _____

Mailing Address _____

City _____ State _____ ZIP _____

Daytime Phone _____ Cell/Alternate _____

Fax Number _____ Email Address _____

Anticipated Group Size

Youth (3-12 years old) _____ Teens/Adults (13-54) _____ Seniors (55+) _____

Date Requested _____ Time Requested _____

Alternate Date (if first choice is not available) _____ Alternate
Time _____

Remarks _____

PLEASE NOTE:

Group and private party reservations will be accepted on a first come, first served basis beginning October 1. Reservations must be made two weeks in advance to allow for proper staffing. A Group Reservation Form is required; phone reservations will not be accepted.

For Rink Rentals:

Rental fees MUST be paid within 3 days from the day you make your reservation or your tentative reservation will be cancelled and made available for other renters/users.

Staff/Office Use Only:

Approved Date _____ Declined Reason _____

Rental # _____ Initials _____

Anticipated cost based on the size of your group:

Private Party Rental
Hourly charge _____
Additional staff charge _____
Total _____

Group Admission Rates
Teen/Adult _____
Youth/Senior _____
Total _____

Comments _____

