

2021 Birthday Party Agreement

Day & Date of Party: _____ Time: _____

Guest of Honor: _____ Age: _____

Contact Name: _____

Type of Party: (See descriptions below) _____

Number of Guests: Adults: _____ Children: _____ Age group: _____

Minimum of 10 Guests must be paid for.

Sports, Ultimate Birthday Bash, Cheer, Dance or Summer Pool Party (1.5 Hour Party) \$13 per Child X # Children _____ = Total \$ _____

Let's Decorate - Cake Decorating Party (2 Hour Party)
\$19 per Child X # Children _____ = Total \$ _____

Stuff & Fluff Party (2 Hour Party)
\$24 per Child x # Children _____ = Total \$ _____

Additions:

Cupcakes & Drink, includes paper goods \$5.00pp x _____ # Children = \$ _____

2 slices pizza & juice box \$5.00 pp x _____ # Children = \$ _____

Hot Dog, Chips & Drink \$5.00 pp x _____ # Children = \$ _____

Add an Extra ½ Hour to your party \$35.00 \$ _____

Goody Bag \$4.00 pp x _____ # Children = \$ _____

Total Extra Add-Ons \$ _____

BIRTHDAY PARTY TOTAL: \$ _____

Deposit Due: \$50.00 non-refundable upon confirmation of party.

Balance Due 3 days prior to the event.

TOTAL Balance Due: \$ _____ 3 days prior to the party.

Birthday Party Policies

- * Parties are geared towards 3–10-year old children with a maximum of 5 adult supervisors.
- * Party does not include cake plates/ napkins, cake, candles, or matches. You are welcome to bring your own.
- * Parties are scheduled on a first come first served basis and should be scheduled a minimum of 2 weeks in advance.
- * Parties will be reserved upon approval of the supervisor and deposit. Three day notice must be given to reschedule or cancel. If cancellation is not given with three days notice, a \$25 service charge will be applied.
- * All deposits are NON-REFUNDABLE.
- * All children are considered a guest of the party, regardless of age and should be counted in your total and will be charged.
- * Five days prior to the party, a final count is due. Once a count is given, the number of guests to pay for will not be decreased, but you may increase the number of guests up to three days prior to the party.
- * Only the Party Coordinator can approve re-booking.

I will be responsible for the conduct of all persons in attendance at the facility and I (we), assume liability for any damage to the facility, equipment, and/or Park District Staff during this time and event. I (we), hereby further agree that NO alcoholic beverages will be brought in/on the Park District property or premises. I understand my deposit is non-refundable. I have read and understand the "Party Policies" printed on reverse side of this agreement.

For any other questions, please feel free to call The Birthday Party Hotline at 847-666-4875.

Signature: _____ Date: _____
Print Parents Name: _____
Address: _____ City: _____ Zip Code: _____
Phone: (Home) _____ (Cell) _____

I have read and understand the above rules.

Office Use: To filled in by staff
Room Set Up:

1 Gift Table & 1 Food Table

of Tables _____ # of Chairs _____
Total # of guests: _____ # of Children _____