

## 2023 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 \$ \_\_\_\_\_

Nerf Wars or Ninja Warrior Party – (1.5 Hour Party)  
\$18 per child X # of 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 \$5.00 pp x \_\_\_\_\_ # Children = \$ \_\_\_\_\_

Total Extra Add-Ons \$ \_\_\_\_\_

BIRTHDAY PARTY TOTAL: \$ \_\_\_\_\_

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

Balance Due 5 business days prior to the event.

TOTAL Balance Due: \$ \_\_\_\_\_ 5 days prior to the party.

## *Birthday Party Policies*

- \* Parties are geared towards 5 YEARS OLD & UP Maximum of 5 adult supervisors.
- \* Party does not include cake plates/ napkins, cake, candles, or matches. You are welcome to bring your own or add these items on to complete your party.
- \* 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 by the supervisor and a payment of a \$50 deposit. Three day notice must be given to reschedule or cancel a party.
- \* 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 above party policies.

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 \_\_\_\_\_