



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: _____

A minimum of 10 Guests must be paid for.

Sports, Ultimate Birthday Bash, Dance Party | 1.5 Hour Party | All ages
\$15 per child x # Children = _____ Total \$ _____

Nerf Wars | 1.5 Hour Party | Ages 7 & up or
Ninja Warrior Party | 1.5 Hour Party | Ages 4 & up
\$24 per child x # Children = _____ Total \$ _____

Let's Decorate - Cake Decorating Party | 1.5 Hour Party | Ages 5 & up
\$24 per child x # Children = _____ Total \$ _____

Stuff & Fluff Party | 1.5 Hour Party | All Ages
\$24 per child x # Children = _____ Total \$ _____

Additions:

Cupcakes & Drink, includes paper goods \$6/person x _____ # Children = \$ _____

2 slices pizza & juice box \$6/person x _____ # Children = \$ _____

Hot Dog, Chips & Drink \$6/person x _____ # Children = \$ _____

Add an Extra 1/2 Hour to your party \$35 = \$ _____

Goody Bag \$6/person 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.**



Prospect Heights Park District
110 W. Camp McDonald Road, Prospect Heights, IL 60070
847.394.2848 | PHPARKS.ORG

Birthday Party Policies

* Parties are geared towards 5 YEARS OLD & UP (unless otherwise noted) 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 be filled in by staff. Room Set Up:

1 Gift Table & 1 Food Table

of Tables _____ # of Chairs _____

Total # of guests: _____ # of Children _____

