

2018 Birthday Party Agreement

Day & Date of Party: _____ Time: _____

Guest of Honor: _____ Age: _____

Contact Name: _____

Type of Party: _____

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

Minimum of 10 Guests, please circle your desired birthday party.

Mini Tykes, Sports, Ultimate Birthday Bash, Cheer, Dance or Summer Pool Party
\$12 per Child X Qty. Children _____ = Total \$ _____

Magic Party
\$18 per Child X Qty. Children _____ = Total \$ _____

Tye Dye T-Shirt Party & Let's Decorate - Cake Decorating Party (2 Hour Party)
\$18 per Child X Qty. Children _____ = Total \$ _____

Additions:

Cupcakes & Drink, includes paper goods \$4.00pp x _____ # Children = \$ _____

Cheese, sausage or pepperoni Pizza 2 slices pizza & juice box

\$5.00 pp x _____ # Children = \$ _____

Hot Dog, Chips & Drink

\$5.00 pp x _____ # Children = \$ _____

Add an Extra 1/2 Hour to your party

\$30.00 x # 1/2 hours _____ \$ _____

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.

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 Format & Rules" printed on reverse side of this agreement.

Print Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (Home) _____ (Work) _____

Signature: _____ Date: _____

Party Format & Rules

Basic Party Procedure:

1. Arrive no more than 10 minutes prior to the start of the party. The party will end on time.
2. Children will have their "theme" party for the first 45 minutes followed by 45 minutes of unstructured time to allow for food, opening gifts and goody bag distribution. If time permits we will include games as we see fit.
3. Your group will need to supply 1 adult supervisor to help at the party.
4. FINAL PAYMENT DUE 3 DAYS PRIOR TO THE PARTY!!
5. The room must be left clean. You will be charged for extra cleaning, repairs or replacement of any items damaged or lost.
6. The Party Coordinator has the right to limit party size.

General Information:

1. Individuals renting the party rooms must enter The Gary Morava Recreation Center from the front of the building.
2. Birthday party reservations should be made at least 1 month in advance to allow for planning.
3. Confirmation of party group number must be called into the Party Coordinator 3 days prior to party date; this will determine your fee. If fewer participants attend the party, you will still be held responsible for paying for the number given at this time.

All deposits are NON-REFUNDABLE. Once the party is booked, dates and times will not be changed. The Party Coordinator ONLY approves re-Booking.

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

_____ I have read and understand the above rules.
Please Sign Full Name

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 _____