

## 2017 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 Gym, Sports, Ultimate Birthday Bash Parties, Cheer, Dance or Summer Pool Party \$12 per Child X Qty. Children \_\_\_\_\_ = Total \$ \_\_\_\_\_

Pirate's Treasure Hunt & Magic Party

\$17 per Child X Qty. Children \_\_\_\_\_ = Total \$ \_\_\_\_\_

Glamour Girl Party

\$15 per Child X Qty. Children \_\_\_\_\_ = Total \$ \_\_\_\_\_

Tye Dye T-Shirt Party & Let's Decorate - Cake Decorating 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 = \$ \_\_\_\_\_

Filled Piñata:

\$35.00 x \_\_\_\_\_ \$ \_\_\_\_\_

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 \_\_\_\_\_