

Des Plaines Park District

BIRTHDAY PARTY REGISTRATION FORM

- Glow Dance Party
- Superhero Party
- Paint Party
- Ultimate Sports & Games Party
- Princess Party
- Create Your Own Theme (add \$25)

1st Date of Choice: _____ Time: _____

2nd Date of Choice: _____ Time: _____

Fridays / Saturdays / Sundays • Based on Availability

Parent/Guardian Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Email: _____

Child's Name: _____ Child's Age: _____

Birthdays Party Policies:

Parties are geared towards children between the **ages of 3 - 10 years**. All parties are two hours long and run by Birthday Party Staff. Party does not include cake, candles or matches, but you are welcome to bring your own. Parties are scheduled on a first come first serve basis and should be scheduled a minimum of 1 month in advance. Party will be reserved upon the supervisor approval and when full package payment is made. A one week notice must be given to reschedule or cancel. **If cancellation is not given 1 week in advance, a \$25 service charge will be applied. Rescheduling fee is \$10.** All children are considered a guest of the party, regardless of age. **Three (3) days prior to the party a final count is due.** Once a count is given, the number of guests to be paid for the party will not be decreased, but you may increase up to three days prior to the event. Party fee is for 12 children - Birthday Child is free. Additional guest fee is \$15 per child. Maximum of 4 adults per party; if adult guests exceed this number will need to pay hourly rental rate. Party packages includes: Use of a room, two hour party (one hour planned activities), with Des Plaines Park District Birthday Party Attendants to lead the party.

Return to: BirthdayParties@dpparks.org or drop off at the Leisure Center or Prairie Lakes Community Center

OFFICIAL USE ONLY

Recreation Supervisor Approval: _____ Date: _____

Party Date: _____ Party Time: _____ Est. # Guests: _____

Open Presents? Yes No Birthday Cake? Yes No

Room Usage
<input type="checkbox"/> Cumberland Terrace
<input type="checkbox"/> Room 115 ALC
<input type="checkbox"/> Gym ALC
<input type="checkbox"/> Game Room ALC
<input type="checkbox"/> MV Rooms PLCC
<input type="checkbox"/> Meeting Room PLCC
<input type="checkbox"/> Multi-purpose Room PLCC
<input type="checkbox"/> Other:

Room Setup
Tables:
Chairs:
Addition Request:

Balance Due

Party Package R:\$300/NR: \$340: _____

Additional Guests \$15 per guest: _____

Additional Hour \$30 per hour : _____

Additional Fees : _____

Total: _____

