

Des Plaines Park District **BIRTHDAY PARTY REGISTRATION FORM**

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

Add Specialty Character [Princess or Super Hero] _____

1st Date of Choice: _____ Time: _____ • 2nd Date of Choice: _____ Time: _____

Fridays / Saturdays / Sundays [Based on Availability] • Estimated number of guests: _____

Package Costs:	
Level One:	R:\$375/NR:\$425 [1–15 guests]
Level Two:	R:\$425/NR:\$475 [16–25 guests]
Level Three:	R:\$475/NR:\$525 [26–35 guests]

Maximum of 35 guests

Parent/Guardian Name: _____
(First) (Last)

Address: _____

City: _____ Zip: _____

Phone: _____ Email: _____

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

Birthday 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 one 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. Everyone in attendance is considered a guest of the party, regardless of age. Three (3) days prior to the party a final count is due.** Immediate Birthday family is free. Exceeding the 35 guest limit will require the registrant to book a room rental with the Park District Business Department. [847-391-5700]

Party packages includes: Use of a room, two hour party (one hour planned activities with our Birthday Party attendants), decorations, utensils, table cloths, and clean up.

Return to: Michael.Gul@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: _____ Final Number of Guests: _____

Add Food Table? Yes No Add Gift Table? Yes No

Room Usage
<input type="checkbox"/> Cumberland Terrace
<input type="checkbox"/> Room 112 ALC
<input type="checkbox"/> Gym 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	
Level One [1–15 guests]	_____
Level Two [16–25 guests]	_____
Level Three [26–35 guests]	_____
Additional Hour: [room rental rate]	_____
Additional Fees :	_____
Total:	_____

