

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

- |                                  |                               |
|----------------------------------|-------------------------------|
| 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: [birthdayparty@dpparks.org](mailto:birthdayparty@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**

Cumberland Terrace

Room 112 ALC

Gym ALC

MV Rooms PLCC

Meeting Room PLCC

Multi-purpose Room PLCC

Other: \_\_\_\_\_

Room Setup

Tables: \_\_\_\_\_

Chairs: \_\_\_\_\_

Addition Request: \_\_\_\_\_

**Balance Due**

Level One [1–15guests] \_\_\_\_\_

Level Two [16–25 guests] \_\_\_\_\_

Level Three [26–35 guests] \_\_\_\_\_

Additional Hour: [room rental rate] \_\_\_\_\_

Additional Fees : \_\_\_\_\_

Total: \_\_\_\_\_

