

# Des Plaines Park District

## BIRTHDAY PARTY REGISTRATION FORM

### Select your party theme:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Glow Dance Party                                       | <input type="checkbox"/> Superhero Party               | <input type="checkbox"/> Balloon Animal Party (add \$100) |
| <input type="checkbox"/> Paint Party  | <input type="checkbox"/> Ultimate Sports & Games Party | <input type="checkbox"/> Magic Show Party (add \$100)     |
| <input type="checkbox"/> Princess Party   | <input type="checkbox"/> Nerf Party                    | <input type="checkbox"/> Create Your Own Theme (add \$25) |
| <input type="checkbox"/> 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 Fees:

Level One: R:\$385/NR:\$435 [1-15 guests]  
 Level Two: R:\$435/NR:\$485 [16-25 guests]  
 Level Three: R:\$485/NR:\$535 [26-35 guests]

**Maximum: 35 guests**

Parent/Guardian Name: \_\_\_\_\_

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 served basis and should be scheduled a minimum of one month in advance. Party will be reserved upon supervisor approval. 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. 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 include: Use of a room, two hour party (one hour planned activities with our Birthday Party attendants), decorations, tableware, table cloths, and cleanup.

Return completed form to **Birthday.Parties@DPParks.org** or drop off at either the Leisure Center (2222 Birch St) or Prairie Lakes Community Center (515 E Thacker St).

### OFFICIAL USE ONLY

Recreation Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Party Date: \_\_\_\_\_ Party Time: \_\_\_\_\_ Final Number of Guests: \_\_\_\_\_

#### Room Usage

- Cumberland Terrace
- PLCC Mountain View Rooms
- PLCC Multi-Purpose Room
- PLCC Gym
- Other: \_\_\_\_\_

#### Room Setup

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

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

#### Balance Due

Level One \_\_\_\_\_  
 Level Two \_\_\_\_\_  
 Level Three \_\_\_\_\_  
 Additional Hour: \_\_\_\_\_  
 Additional Fees: \_\_\_\_\_  
 Total: \_\_\_\_\_