

Des Plaines Park District

BIRTHDAY PARTY REGISTRATION FORM

Select your party theme:

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