



VILLA PARK • Parks and Recreation
JEFFERSON POOL BIRTHDAY PARTY REQUEST FORM

PARTICIPANT INFORMATION (please print) Today's Date: _____

Parent Name: _____ Address: _____ City/Zip: _____

Phone (Home): _____ (Cell): _____ Email: _____

Birthday Child: _____ Birthdate: _____ Gender: Male/Female

Age Turning: _____ Age Range of Guests: _____ Approximate # of Birthday Guests: _____

Fee (up to 20 children): Resident: [] \$176 • Non-Resident: [] \$196 Additional Birthday Child: [] \$5
Each additional child (up to 5): \$3 x _____ = \$_____ Pool Parties can have a MAX of 25 children

POOL BIRTHDAY PARTY INFORMATION (depends on facility and party leader's availability)

1st Choice Party Date: _____
[] Monday - Friday 6-8 pm [] Weekend 2-4 pm [] Weekend 5-7 pm

2nd Choice Party Date: _____
[] Monday - Friday 6-8 pm [] Weekend 2-4 pm [] Weekend 5-7 pm

Cupcakes (check one): [] Chocolate Cake/Chocolate Frosting [] Chocolate Cake/White Frosting
[] Yellow Cake/Chocolate Frosting [] Yellow Cake/White Frosting

Ice Cream (vanilla) and drinks are included. Drink Choice: [] Sprite [] Fruit Punch [] Lemonade

Pizza (optional): add two pizzas in any combination of cheese, sausage and pepperoni for an additional \$35 [] Yes
*pizzas are not available for weekend 2-4 pm parties

Type of Pizza: 1. _____ 2. _____

Reservations are confirmed when renter receives an email confirmation approved by the Birthday Party Program Supervisor. Turning in an application does not guarantee confirmation. All applications are first come-first served.

By signing below, I confirm that I have read, fully understand and will comply with all party and facility rules. I am responsible for the event and participants and must be present for the entire event. I am the only person who can make changes to this event. I agree that I will be responsible for the conduct of the group, which has been granted the use of the Iowa Community Center.

Signature: _____ Date: _____

DEPOSIT PAYMENT: Date: _____ Amount: \$50.00 Staff Initial: _____ IP: _____
(CASH/CREDIT CARD ONLY) Cash: _____ Credit Card: • Visa • Master Card • Discover Card
Charge: _____ Exp: _____/_____ CVV: _____
Card Holder Signature: _____
FINAL PAYMENT: Date: _____ Amount: \$ _____ Staff Initial: _____ IP: _____
Cash: _____ Check #: _____ Credit Card: • Visa • Master Card • Discover Card
Charge: _____ Exp: _____/_____ CVV: _____
Card Holder Signature: _____
Birthday Party Program Supervisor Signature: _____ Date: _____

PARTY INFORMATION AND GUIDELINES

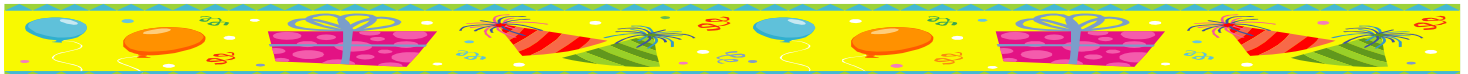
In order to ensure a great party experience for all, we ask that you please be aware of the following party guidelines and information. Please read through all information completely. Please note: **a minimum of 3 weeks is required to book a party and reservations are done on a first-come, first-served basis.**

General Party Information

- ★ Pool parties are held at Jefferson Pool and are recommended for children age 5 and up.
- ★ Parties are for up to 20 birthday guests including the birthday child. Additional guest (up to 25 max) is \$3 per child. Party Fee: \$176 - Resident, \$196 - Non-Resident. Early Bird discount does not apply. **Up to 4 adults can attend the party. Any additional adults who attend must show their pool pass or pay the daily admission fee to the Pool Cashier to gain entrance to the pool/party.**
- ★ The birthday party is 2 hours and includes swimming, refreshments, and gift opening (optional).
- ★ As part of the pool party package, the Recreation Department will provide cupcakes, ice cream, beverages, decorations, paper products and a gift for the birthday child. You may order pizza through us (optional, see front side of the form for details) or you can bring in your own.
- ★ The Recreation Department will provide Party Leaders who will decorate, serve refreshments and cleanup.
- ★ Pool staff and lifeguards will be on duty; however, adult supervision is encouraged.
- ★ The person who booked the party is responsible for being present at the party and assisting the Party Leaders by enforcing appropriate behavior of the party participants.

Payment & Paperwork

- ★ A non-refundable deposit of \$50.00 (**cash/credit card only**) is required when submitting a Party Request Form. This deposit will be put toward your balance upon confirmation of your requested date. Deposits will only be returned if the requested date(s) cannot be accommodated by the Recreation Department.
- ★ Refunds will not be issued if the actual attendance is less than the paid attendance.
- ★ Full payment for the birthday party is due at least 5 business days prior to your scheduled party. Failure to submit payment will result in the party being cancelled.



On Your Party Day

- ★ Please arrive no earlier than 15 minutes before the party time. This time will enable you to meet the Party Leaders and cover details of the party.
- ★ Please ask parents/guardians of your guests to pick up their children within 10 minutes of the conclusion of the party. Children who are not picked up on time are the responsibility of the parent that booked the party. Additionally, please have your party completely packed up and exit the pool deck/concession area within 15 minutes of your party end time. There will be a \$30.00 overtime charge incurred.
- ★ If the pool is closed for the day due to inclement weather parties will be rescheduled based on pool and staff availability. If a party cannot be rescheduled, your fee will be refunded. If a party is interrupted due to a sudden change in the weather, the party will resume when pool patrons are allowed to re-enter the water.

Party Confirmation

- ★ Reservations are confirmed when participant receives an email confirmation approved by the Birthday Party Program Supervisor. Turning in a request form does not guarantee confirmation.
- ★ Upon completion of your Birthday Party Request Form, the Supervisor will contact you within 4 business days to discuss your request.
- ★ The Supervisor will contact you 5 days prior to your scheduled party date to confirm details, answer questions, etc.