



VILLA PARK • Parks and Recreation CHILDREN'S 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: _____

(Monday-Saturday) Resident: \$169 • Non-Resident: \$189 **(Sunday)** Resident: \$189 • Non-Resident: \$209

THEMED BIRTHDAY PARTY INFORMATION

1st Choice Party Date: _____ 2nd Choice Party Date: _____ Time: _____
(depends on facility and party leader's availability)

- Requested Party:** Princesses Monster High Frozen Legos Carnival Sports
 Paw Patrol Monsters University Tropical Angry Birds Despicable Me Teenage Mutant Ninja Turtles
 Superheroes Shopkins LOLI Surprise Dance Party* Magic Party* Balloon Animal Party*
 (*ask front office for pricing/info)

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 \$45 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:** _____

<u>DEPOSIT PAYMENT:</u>	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: _____				
<u>FINAL PAYMENT:</u>	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

- ★ All parties are held at the Iowa Community Center, 338 N. Iowa Avenue, Villa Park.
- ★ Parties are for up to 20 birthday guests including the birthday child. Additional guest (up to 30 max) is \$3 per child. Additional Birthday Child is \$5. Party Fee: (Monday-Saturday) Resident: \$169 and Non-Resident: \$189, (Sunday) Resident: \$189 and Non-Resident: \$209. Early Bird discount does not apply. **Please note: these parties are for children and are not intended to be a family party. If more than 4 adults will be staying, a multipurpose room will be assigned and a \$25 fee (max 20 adults) will be assessed. For parties larger than 20 adults, please contact the registration office staff for facility rental information.**
- ★ The birthday party is 2 hours and includes activities, refreshments, and gift opening (optional).
- ★ 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.
- ★ The Recreation Department will provide party activities, games, Party Leaders, plates, napkins, cups, utensils, basic party decorations and a gift for the birthday child.
- ★ As part of the party package, the Recreation Department will provide cupcakes and beverages. You may order pizza through us (optional) or bring in your own food. **Please note: pizza is not available for Saturday/Sunday parties before 4 pm.**

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 out of the building within 15 minutes of your party end time. There will be a \$30.00 overtime charge incurred.
- ★ The Party Leaders will assist you in packing up your gifts and clean up.

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.