

birthday parties

Themed Birthday Party Request

Renter Information

Today's Date: _____

Person Making the Request: _____

Address: _____

City: _____ State _____ Zip _____

Daytime Phone: _____ Evening Phone: _____

Email Address: _____

Themed Birthday Party Information

Name of Birthday Child: _____ Turning _____ years old

of Children (*Max. 15*) _____ # of Parents (*2 Chaperones Allowed*) _____

Chaperone #1 Name: _____ Chaperone #2 Name: _____

Date of Party: _____

Starting Time: _____ Ending Time: _____

Requested Party: Sports Party Princess Party Train Depot Party

Birthday Party Fees

- Resident \$185/Non-Resident \$222 *Please make checks payable to River Forest Park District.*
- Payments for birthday party requests within 10 days of party date is CASH only.
- Full refunds of birthday parties will be given 21 or more days prior to the party date. No refunds of paid rental fees will be given for cancellations less than 21 days prior to the party date.

Birthday Party Includes

- Two (2) hours rental space in The Depot.
- Two (2) Park District staff to run/supervise the party.
- Supplies to run birthday party activities.
- Two (2) slices of cheese pizza per child, lemonade drink, and all paper goods.

General Policies

- In addition to the birthday party staff, the Party Host must have a minimum of (1) one and no more than (2) two adults present to chaperone the birthday party.
- The birthday party is limited to a maximum of 15 children, ages 4-9 years old, with no exceptions for additional children.
- In the event of rain, indoor activities will be substituted for the Sports Party.
- No decoration may be taped, tacked, or attached in any manner to any wall, door, window, or light fixture in the room.
- The Party Host is responsible for all reset costs incurred if a birthday party participant activates the fire alarm.
- Please be aware that other programs/activities/rentals may be taking place in the building at the same time as the rental.

Agreement

I have read and understand the birthday party stipulations, and agree that our group will follow them.

Signature: _____ Date: _____

River Forest Park District

401 Thatcher Avenue • River Forest, IL 60305 • 708.366.6660

www.rfparks.com

birthday parties CONTINUED

Special Requests: List some of your child's favorite things. Staff will take into consideration and incorporate ideas into birthday party activities.

For Office Use Only

Total Amount Paid \$ _____ Cash Check (# _____)

Special Instructions: _____

Date & Time Pizza Ordered: _____

Domino's Pizza: 708-524-8111. Call to confirm pizza order.

Signature: _____ Date: _____