

# BIRTHDAY PARTY

## INFORMATION FORM

### Contact Information:

NAME: \_\_\_\_\_ TELEPHONE: (\_\_\_\_) \_\_\_\_\_  
(Name of person making reservation)

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### Whose Birthday Is It?

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Birthday: \_\_\_\_\_

### Please check the party that you are interested in:

Nerf™

Crafty Creations

Games Extreme

Music Madness

Paint Party

Sport Zone

Open Gym

How many children will attend? \_\_\_\_\_  
(A maximum of 14 children are included in the base party fee. A \$5 fee will be charged for each additional child)

**Please check desired party location:**  Rakow Center  Randall Oaks Recreation Center

### Party Date:

### Party Time:

1st Choice \_\_\_\_\_

2nd Choice \_\_\_\_\_

3rd Choice \_\_\_\_\_

Would you like the activity to be held the first hour of the party?  Yes  No

If no, when? \_\_\_\_\_

*You will be contacted in the near future to continue with the party planning!*

**Rakow Center**  
665 Barrington Avenue  
Carpentersville, IL 60110  
847.428.7131 x1100 • Fax 847.836.2380



[www.dtpd.org](http://www.dtpd.org)

**Randall Oaks Recreation Center**  
500 N. Randall Road  
West Dundee, IL 60118  
847.428-7131 x 2000 • Fax 847.428.4880

# Dundee Township Park District Birthday Party Reservation Form

Application Date: \_\_\_\_\_

## Rules & Regulations:

- One hour of each party will include a party host who will be responsible for entertainment during the specified hour. The remainder of the party will act as a facility rental, where you, the renter, will be responsible.
- A \$50.00 deposit is required for all birthday parties. The deposit will be cashed or charged up front. Refunds will be mailed or credited to your account within 30 days of the completion of your child's Birthday Party, provided that all rules were followed. FAILURE TO CLEAN UP WILL RESULT IN A FORFEIT OF THE SECURITY DEPOSIT.
- The party payment is due in full, two weeks prior to the rental date.
- The recommended ratio of children to adult chaperones is 10 to 1. This ratio may vary based on the age of the children and the nature of the party.
- Each party fee includes a maximum of 14 children. There will be a \$5.00 charge for each additional child.
- The individual signing the reservation form must be 21 years of age, be present during the rental period and assume responsibility for all actions of the group and usage of the facility and equipment including the chaperoning of minors.
- Smoking is prohibited in all Dundee Township Park District facilities.
- Alcoholic beverages are not permitted.

## Room Set-up:

Number of large (Adult) Tables: \_\_\_\_\_

Number of chairs (Adult): \_\_\_\_\_

Number of small (Child) Tables: \_\_\_\_\_

Number of chairs (Child): \_\_\_\_\_

*The room set-up needs to be confirmed at least three days prior to the party.*

I, the undersigned, am aware and will abide by the guidelines listed on the front and back of this form.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Relationship of applicant to the birthday child: \_\_\_\_\_