



# Birthday Party Reservation Form

Party Date: \_\_\_\_\_

Party Time: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Relationship to Birthday Child: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Email: \_\_\_\_\_

Birthday Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

<b>Choose a Party Location</b>	<input type="checkbox"/> Rakow Center	<input type="checkbox"/> Randall Oaks Recreation Center	
<b>Choose a Party Theme</b> <i>All activities are held during the first hour of the party.</i>	<input type="checkbox"/> Crafty Creations	<input type="checkbox"/> Lü Game Systems	<input type="checkbox"/> Open Gym
	<input type="checkbox"/> Dance	<input type="checkbox"/> Music Madness	<input type="checkbox"/> Paint Party
	<input type="checkbox"/> Games Extreme	<input type="checkbox"/> Nerf™	<input type="checkbox"/> Sport Zone

Number of large (Adult) Tables: _____	Number of chairs (Adult): _____	Number of Children Attending _____			
Number of small (Child) Tables: _____	Number of chairs (Child): _____				
<i>A maximum of 14 children are included in the party fee. A \$7 fee for each additional child will be charged for craft and paint parties. A \$5 fee for each additional child will be charged for each additional child for all other parties.</i>		<table border="1"> <tr><td>Party Fee:</td></tr> <tr><td>Additional Child Fees:</td></tr> <tr><td>Total Fee:</td></tr> </table>	Party Fee:	Additional Child Fees:	Total Fee:
Party Fee:					
Additional Child Fees:					
Total Fee:					

**RULES & REGULATIONS:** A party host will be responsible for entertainment for one hour of the rental time and you are responsible for the remainder of the time. A \$50.00 deposit is due at the time of reservation for all birthday parties. If the room is left in the same condition as when you arrived and all rules were followed, the deposit will be refunded and will be given to you within 30 days of the completion of the birthday party. FAILURE TO CLEAN UP WILL RESULT IN A FORFEIT OF THE SECURITY DEPOSIT. The party payment is due in full, one week prior to the rental date. In the event of party cancellation, refunds will only be issued if a refund form is completed and turned in to the appropriate Recreation Center two weeks prior to the day of the party. The recommended ratio of children to adult chaperones is ten to one. This ratio may vary based on the age of the children and the nature of the party. 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.

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

\_\_\_\_\_  
Signature Date

<b>Return form to the Dundee Township Park District</b>	Rakow Center 665 Barrington Ave. Carpentersville, IL 60110 <b>FAX: (847) 262-3609</b>	Randall Oaks Recreation Center 500 N. Randall Rd. West Dundee, IL 60118 <b>FAX: (847) 428-4880</b>	 <b>www.dtpd.org</b>
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