



BUFFALO  
GROVE  
PARK  
DISTRICT

Rental Contract # \_\_\_\_\_

# Birthday Party Contract

Please complete the information below and return the original contract to the Park District office with your full payment. Drop off or mail to the Alcott Center at 530 Bernard Drive, Buffalo Grove, IL 60089. Please keep a copy for your records.

Full payment is due by \_\_\_\_\_ to confirm your party. If payment is not received by this date, your party will be cancelled.

### Please print all information.

Child's Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Home address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address (required) \_\_\_\_\_

Age of Birthday Boy/Girl \_\_\_\_\_ Approximate age range of Guests \_\_\_\_\_

Number of children attending\* \_\_\_\_\_ Number of adults attending \_\_\_\_\_

Date of Party \_\_\_\_\_ Saturday/Sunday Party time\*\* \_\_\_\_\_

Party Package \_\_\_\_\_ Party Location \_\_\_\_\_

Party Price \_\_\_\_\_

Options \_\_\_\_\_

**Party Total** \_\_\_\_\_

### Optional

Party invitations - For \$14 you provide the addresses and we will create the invitations and mail them for you.

The Party Package includes general themed paper goods for the children and supervised activities. You are to provide goody bags, cake, juice or water, a knife and serving utensils for the cake, and all paper goods and drinks for adult guests.

\*All party prices are for a maximum of 20 children. There is an additional fee if the number of guests exceeds 20 children. Please contact the Park District for pricing.

\*\*Please arrive no earlier than 30 minutes prior to your party time. You must be out of all party rooms within 15 minutes of the end of your party.



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For the convenience and comfort of all our patrons, we ask that all renters observe the following rules and regulations when using our facility. As per Park District ordinances, the following regulations have been established and must be followed. No permits shall be issued to persons under the age of 21 years old. Any violation or failure to adhere to these and all other rules and regulations will result in the loss of your damage deposit.

## **Alcohol**

Alcohol is not permitted at the Alcott Center.

## **Emergencies**

In case of emergencies, first aid kits are in all rooms. An AED (Automated External Defibrillator) is located in the hallway, just east of the front desk. Lock down and severe weather directions are posted in each room.

## **Environmental Concerns**

We ask that each individual, organization or club make every effort to use recyclable materials when decorating or furnishing their event. We will recycle all non-food items. We strongly discourage the use of styrofoam and other such materials.

## **Kitchen Facilities**

There are no kitchen facilities available. If space allows, the building supervisor will place food items in a refrigerator until needed.

## **Rescheduling**

Rescheduling dates are subject to availability.

## **Room Set-ups**

Your room will be set up with the number of chairs and tables as per your request; however, the maximum number of chairs and tables should not exceed 1 table for every 10 guests. Rooms will be set up according to the agreement set-up with the birthday party coordinator.

## **Signs**

Hallway signs may not exceed 8½" X 11" and may be hung in hallways using painters tape to avoid damage to the walls. Do not hang signs from the ceilings or doors. Signs must be removed at the conclusion of your event. The posting of advertisements of any products or services for sale is not permitted.

## **Smoking**

Smoking is prohibited anywhere on Buffalo Grove Park District property.

## **Supervision and Noise**

Parents are responsible for children at all times during your rental. Excessive noise or horseplay will disturb other classes or activities. Please inform your guests that inappropriate behavior will not be tolerated. Entertainment and meetings must not disturb other activities in the building. Groups that are excessively noisy may be prohibited from future use of the facility. Craft projects must be approved in advance. The use of inflatable play equipment is restricted to approved areas only, and/or outside at designated areas; and, a special insurance waiver will be required. Park District facilities may not be used for profit making ventures, such as private seminars where a fee is charged, without the express written consent of the Park District.

## **Time**

You should schedule extra time, depending on your personal needs, for set-up and clean-up. Park District staff will strictly enforce beginning and ending times of contracts. You will be charged for any time that exceeds the ending time of your contract.



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## Waiver for Facility Rentals

I/We, the undersigned, hereby certify that I am/we are the sponsor(s) or appointed representatives of the organization requesting use of the facility. I/we will be responsible for the conduct and personal injury of all persons in attendance at the facility stated above. I/We hereby assume liability for any injuries, damages, or loss to the facility, equipment, and/or Buffalo Grove Park District personnel or representatives during this time and place. It is fully understood and agreed to by all parties that the sponsoring organization guarantees to indemnify and hold harmless the Buffalo Grove Park District, its public officials, employees, volunteers and agents against any and all suits of any manner which might arise as a result of the covered activities and that the sponsoring organization agrees to defend said Park District, its public officials, employees, volunteers and agents and indemnify same against any and all expenses incurred in the defense of any suit of any type arising out of the covered activity or any damages, judgments or decree which might be awarded against said District in the event that the suit should be brought as the result of the covered activity(ies), including transportation services as identified above. I have read the general rules and regulations and I understand that failure to comply with any or all rules will result in revocation of use request and damage deposit, and may also result in refusal of future use. Photo Disclaimer: Registrants and participants of program(s) and special events permits the Park District to take photos and videos of themselves and their child/ward for publication in the program brochure, website and additional uses as the Park District deems necessary unless the registrant or participant expressly files with the Park District a written objection as to photos or videos of themselves and/or their child/ward.

I have read and agree to all the above conditions for a Buffalo Grove Park District Birthday Party Contract.

Signature of Sponsoring Individual \_\_\_\_\_ Date \_\_\_\_\_

### Payment Information

Due to internet security precautions, this payment form is only accepted via fax, mail or in-person. Credit card information is not accepted via email.

Cash \_\_\_\_\_ Check # \_\_\_\_\_ Visa/MC/Disc/Amex # \_\_\_\_\_ Exp \_\_\_\_\_

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

For Office Use Only

Paid in full \_\_\_\_\_

Confirmed by \_\_\_\_\_ Date \_\_\_\_\_ Instructor \_\_\_\_\_