



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.

### Party Responsible for Contract

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### Please print all information

Child's Name (First & Last Name) \_\_\_\_\_ Date Submitted \_\_\_\_\_

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

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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. Goody Bags - \$5/each. Customized for different ages, please ask for details.

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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## Wavier 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 Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

Signature of Buffalo Grove Park District Staff \_\_\_\_\_ Date \_\_\_\_\_

### Payment Information

Due to internet security precautions, this payment from 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 \_\_\_\_\_

### Office Use Only

Paid in Full \_\_\_\_\_ Confirmed by \_\_\_\_\_ Date \_\_\_\_\_ Instructor \_\_\_\_\_