



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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Birthday Party Contract

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 _____ CVV _____

Signature _____ Date _____

Office Use Only

Paid in Full _____ Confirmed by _____ Date _____ Instructor _____



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Facility & Park Rental Guidelines COVID-19 Addendum

Due to the public health concern surrounding COVID-19, the Buffalo Grove Park District has created the following addendum for facility and park rentals. Renters and their guests must adhere to the following guidelines in addition to the policies and procedures laid out in the pertinent rental packet.

COVID-19 Guidelines for Buffalo Grove Park District Rentals

- All guests must wear a face covering over their mouth and nose at all times while indoors, and if unable to maintain social distancing (6-ft. or greater) while outdoors.
- All guests must adhere to social distancing guidelines of 6-ft.
- Maximum number of persons allowed at the rental will be subject to the most up-to-date state guidelines at the time of rental. District staff will inform the renter of maximums at the time of rental request and processing. Renter will be responsible for ensuring current guidelines are being followed.
- Water fountains with bottle fillers will be available (when applicable); push bars have been deactivated.
- Rental will have limited contact with District staff during the entirety of the visit.
- All guests (including instructors, entertainers, contractors, etc.) must be able to answer "NO" to all items on the District's Wellness Screening Questionnaire before entering the facility. This questionnaire can also be found at the end of this document.
- Anyone who is exhibiting symptoms of COVID-19 will be prohibited or asked to leave the facility.
- For indoor rentals, the District will disinfect the tables, chairs, and equipment prior to the rental.
- For outdoor rentals, the District recommends renters bring their own disinfectant wipes to disinfect equipment and tables.
- All guests are encouraged to bring their own hand sanitizer.

Wellness Screening Questionnaire

All renters and guests are required to review the questions in the Wellness Screening Questionnaire prior to the rental. By entering a Park District facility, park or program, the renter(s) and guest(s) acknowledge that this questionnaire has been completed properly, that each person has said "no" to each item, and is symptom-free.



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Facility & Park Rental Guidelines COVID-19 Addendum Agreement

Wellness Screening Questionnaire

Yes No

- Have you felt feverish?
- Do you have a cough?
- Do you have a sore throat?
- Have you been experiencing difficulty breathing or a shortness of breath?
- Do you have muscle aches?
- Do you have congestion or a runny nose (e.g., not related to allergies)?
- Have you been experiencing fatigue?
Have you had a new or unusual headache (e.g., not related to caffeine, diet, or hunger, not related to a history of migraines, clusters, or tension, not typical to the individual)?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills or rigors¹?
- Do you have any gastrointestinal concerns (e.g., abdominal, pain, vomiting, diarrhea)?
- Is anyone in your household displaying any symptoms of COVID-19?
- To the best of your knowledge, have you or anyone in your household come into close contact² with anyone who has tested positive for COVID-19?

¹ Rigors: a sudden feeling of cold with shivering accompanied by a rise in temperature

² Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

COVID-19 Addendum Acknowledgement

I have read and agree to all the above conditions for a Buffalo Grove Park District facility and/or park rental. I understand as the renter that it is my responsibility to ensure all guests of my rental will adhere to these conditions. I further understand that all permits and rental agreements are subject to any additional state and/or local guidelines and mitigations that may be in place at the time of the rental. The Buffalo Grove Park District reserves the right to postpone, reschedule, cancel, or refuse any rental if deemed necessary due to COVID-19, federal, state, and local guidance, and/or the renter's inability to follow the Park District's guidelines.

Signature of Rental Contact _____ Date _____

Signature of Recreation Supervisor/Manager _____ Date _____