

# Birthday Parties

## Themed Birthday Party Request

### Renter Information

Today's Date: \_\_\_\_\_

Person Making the Request: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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

### Themed Birthday Party Information

Name of Birthday Child: \_\_\_\_\_ Turning \_\_\_\_\_ years old

# of Children (Max. 16) \_\_\_\_\_ # of Adults (4 Chaperones Allowed) \_\_\_\_\_

Chaperone Names: \_\_\_\_\_  
\_\_\_\_\_

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

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Requested Party Theme:  Sports  Princess  Train Depot  Pirate  Summer Splash  Fall Fun  Winter Wonderland

### Birthday Party Fees

- Resident \$240 Non-Resident \$288 Please make checks payable to River Forest Park District.
- Payments for birthday party requests within 10 days of party date is CASH only.
- Full refunds of birthday parties will be given 21 or more days prior to the party date. No refunds of paid rental fees will be given for cancellations made less than 21 days prior to the party date.

### Birthday Party Includes

- Two (2) hours rental space in The Depot.
- Two (2) Park District staff to run/supervise the party.
- Supplies to run birthday party activities.
- Two (2) slices of cheese pizza per child, lemonade drink, and all paper goods.

### General Policies

- In addition to the birthday party staff, the Party Host must have a minimum of one (1) and no more than four (4) adults present to chaperone the birthday party.
- The birthday party is limited to a maximum of 16 children, ages 4-9 years old, with no exceptions for additional children.
- In the event of rain, indoor activities will be substituted for the Sports Party and the Summer Splash Party.
- No decoration may be taped, tacked, or attached in any manner to any wall, door, window, or light fixture in the room.
- The Party Host is responsible for all reset costs incurred if a birthday party participant activates the fire alarm.
- Please be aware that other programs/activities/rentals may be taking place in the building at the same time as the rental.

### Agreement

I have read and understand the birthday party stipulations and agree that our group will follow them.

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



## River Forest Park District

401 Thatcher Avenue • River Forest, IL 60305 • 708-366-6660 • rfparks.com