



THEMED BIRTHDAY PARTY REQUEST

Birthday Party requests accepted at PARC | 24550 W Renwick Rd, Plainfield IL 60544 | 815-436-8812 | or emailed to guestservices@plfdparks.org

- Birthday Party Requests must be made at least 2 weeks prior to the date requested.
- The Park District shall have at least three business days after receiving request to review the application.
- **Rental fee includes 30 min. set up before rental and 30 min. clean up after the time designated on receipt.**

Applicant Information

Name (Individual/Contact Person)

Date of Birth

Address

City

State

Zip Code

Phone Number

Email Address

Alternate Contact

Alternate Contact Phone Number

*ALL contacts listed must be present during the rental.

Event Information

Child's Name and Age Celebrating

T-Shirt Size (YXS-YXL)

Est. Attendance (15 children included, additional \$10 per child, up to 20 maximum)

Event Date

10:30am-12pm
(Sat/Sun Only)

12pm-1:30pm
(Sat/Sun Only)

5:30pm-7pm
(Friday Only)

Party Options

Includes: An interactive party host, activities, games, tableware, tables, chairs and a t-shirt for the birthday child.

- Full payment is due at the time of the reservation. In addition, a \$50 refundable security deposit is required.
- Additional fees may be assessed which can result in loss of security deposit. Reasons include, but are not limited to: clean-up, garbage, or staffing.

Please select one of the following options:

Sports: Ages 3-10

Residents \$230
Non-Residents \$280

Unavailable January-March

Toddler Gym Time: Ages 2- 4

Residents \$230
Non-Residents \$280

Unavailable January-March

Nerf: Ages 5-10

Residents \$230
Non-Residents \$280

Unavailable January-March

Superhero: Ages 3-10

Residents \$230
Non-Residents \$280

Available Year Round

Princess: Ages 3-10

Residents \$230
Non-Residents \$280

Available Year Round

Arts & Crafts: Ages 5-10

Residents \$230
Non-Residents \$280

Available Year Round

Ooey Gooyey: Ages 5-10

Residents \$260
Non-Residents \$310

Available Year Round

Date Received: _____ Time Received: _____ Staff Initials: _____

Reservation #: _____ Date Processed: _____ Initials: _____ Paid: _____ Attendant: _____

Security Deposit Returned on: _____ Security Deposit Held Reason: _____

Party Rental Guidelines

Applicants are required to abide by the specific rules of the application as well as other Park District and local ordinances. Failure to comply may result in the cancellation of the application, loss of rental fees and/or security deposit; cancellation of any current or future permits; and/or Law Enforcement officials may be called. The Facility Use Rules and Regulations include, but are not limited to:

- Set up is 30 minutes prior to the party and clean-up is 30 minutes after the party concludes.
- Room/table/chairs are included with your party.
- No toys or equipment are available for use except for those which are provided with party package.
- We require full payment at the time of reservation.
- An additional \$50 security deposit is required when contract is signed. Deposit will be returned approximately one week after party ONLY if the room is left in satisfactory condition, the party is concluded within time frame of rental agreement, and the maximum number of children is not exceeded.
- Parties are subject to room and instructor availability. Park district programs have priority in scheduling.
- The renter is responsible for the behavior of their guest and enforcing the rules and regulations regarding the conduct of the group while using Park District facilities. Including, but not limited to:
 1. Park District staff MUST be respected and obeyed at all times.
 2. Any activities deemed inappropriate and indicated by the Park District staff are prohibited.
 3. The Park District cannot be held responsible for lost, stolen or damaged property.
 4. The building and all equipment must be used and treated appropriately.
 5. The rental must take place as described on the application, including the type of activity and the number of guest/participants.
 6. One chaperone over the age of 21 years must be present for every ten minors.
 7. Rental space is limited to the space specified in the rental agreement or permit.
 8. No decorations can be hung or taped on the walls. Confetti and/or glitter are not allowed.
 9. Alcohol will not be permitted during Themed Birthday Parties.
 10. Illegal substances are strictly prohibited.
 11. Firearms are prohibited on any Park District property.
 12. Tobacco use is prohibited in recreational facilities. No person shall use any form of tobacco at or on any District-owned or operated recreational facilities. These facilities include playgrounds, athletic fields, parks, walking/hiking trails. Smoking cigarettes, cigars or pipe tobacco in any facility of the District in violation of the Clean Air Act.
 13. All garbage must be picked up and placed in trash cans after each use.
- Reservations are not transferable. All users will ensure that no unauthorized third party is granted permission to use the facility without Park District approval.
- Renters shall inspect the facility prior to and subsequent to each use to identify any dangerous or unsafe condition and to determine whether the facility is safe and appropriate for any planned activity.
- Renters shall promptly advise the Park District of any perceived dangerous or unsafe conditions.
- The use of the Park District Name, Logo, or likeness without written permission of the Plainfield Park District is prohibited.
- All Ordinances of the municipality in which the facility is located are applicable.
- Appropriate applications are to be completed for rentals of park district space and may include additional rules and regulations.
- Reservations must be made 2 weeks prior to the date requested.

CANCELLATION POLICY

Cancellations requested 10 or more days prior to the event will receive a refund of fees paid less a \$25 cancellation fee. Cancellations requested less than 10 (ten) days prior to the event will receive a refund of fees paid less the deposit up to a maximum of \$50. In the event the Plainfield Park District cancels your reservation, you may reserve another date/time, if available or receive a full refund.

WAIVER AND HOLD HARMLESS AGREEMENT

I certify that all of the information I provided on this form is true and correct. I understand that Plainfield Park District may verify this information and that misrepresentation may result in the denial of reservation or additional fees.

I understand that Plainfield Park District will not be responsible for any property left unattended in the facility, and that I am responsible for reporting incidents of vandalism or illegal activity in the facility by notifying facility staff.

I hereby attest that I am at least 21 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse Plainfield Park District for any and all loss incurred by it in repairing or replacing damage to Plainfield Park District property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event or rental who were or should have been under my control. Furthermore, I agree to defend without costs, indemnify, and hold harmless Plainfield Park District, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agenda, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the application.

I have read and understand all regulations/requirements/agreements and special use regulations/requirements pertaining to my reservation. I do hereby agree to abide by all federal, state, local and Park District laws, ordinances, rules and regulations and agree to meet all requirement for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Plainfield Park District Property. I understand that lack of meeting all requirements may result in denial or cancellation of the proposed event. In the event that information provided on this form changes or your event is cancelled, please inform Plainfield Park District in writing at least 10 (ten) days prior to the event to reschedule.

Print Applicant Name

Applicant Signature

Date

FACILITY RENTAL FAQS

When can I reserve a room?

Party requests can be made up to 4 months in advance.

How early can I come in to start setting up?

Renters are able to come in 30 minutes before the rental time to start setting up. Renters will have 30 minutes after the rental time to clean-up.

How do I reserve a facility?

Party requests can be dropped off at the Prairie Activity & Recreation Center (24550 W Renwick Rd., Plainfield) or emailed over to guestservices@plfdparks.org. Requests must be made at least 2 weeks in advance. The Park District shall have at least three business days after receiving request to review the application.

When will I get my deposit returned?

Deposits will be processed the week following the event unless damages have been incurred during the rental time. Renters will be notified of the nature and amount of the damages. Deposits paid will be returned by check, unless it was paid with a credit/debit card and should be received 3-4 weeks after the event.

What is the cancellations policy?

Cancellations requested 10 (ten) or more days prior to the event will receive a refund of fees paid less a \$25 cancellation fee. Cancellations requested less than 10 (ten) days prior to the event will receive a refund of fees paid less the deposit up to a maximum of \$50. In the event the Plainfield Park District cancels your reservation, you may reserve another date/time, if available or receive a full refund.

Are there are restrictions with decorations?

No decorations can be hung or taped on to the walls in the facility. Confetti and glitter are not allowed.

Is alcohol allowed during our rental?

No alcohol is permitted at any Plainfield Park District themed birthday parties.

Can I bring in food or cake?

Yes, outside food and cake can be provided by the party host.

How do I make changes to my reservation?

Changes to the reservation must be submitted in writing to the Plainfield Park District at guestservices@plfdparks.org by the person who signed the contract at least 10 (ten) days prior to the event. Additional fee(s) may apply.