

# BIRTHDAY PARTY REQUEST FORM

BENSENVILLE PARK DISTRICT - Deer Grove Leisure Center

1000 W. Wood St. Bensenville, IL 60106 / Telephone: (630) 766-7015 / Fax: (630) 766-9280

Parent Name: \_\_\_\_\_ Day / Date of Party Requested: \_\_\_\_\_

Birthday Child's Name: \_\_\_\_\_ Time (select 2 hour time slot before 4pm): \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_ Cell (or best) Phone: \_\_\_\_\_

City/Zip: \_\_\_\_\_ Home / Work Phone: \_\_\_\_\_

Child's Age: \_\_\_\_\_ Male Female (circle one) E-mail: \_\_\_\_\_

Age Range of Children: \_\_\_\_\_ Approx. # Children: \_\_\_\_\_ Circle Kind of Cake: Chocolate Yellow

**\*The Party Package Fee is due when your application is turned in and must be two weeks prior to the date.**  
**\*All Party Packages except the No Frills Party must be scheduled on Saturdays or Sundays between 10am -4pm**  
\*Parties are for a maximum of 25 children and most packages have additional fees for over 15 kids (see below) and these can be paid day of the Party. Given the nature of the Birthday Party Service, juice, tableware, goodie bags and planned activities are provided for children only. For additional Birthday Party information, call Laura or Rory at (630) 766-7015

## **PARTY PACKAGE TYPES** – please check off selection(s) (\*See reverse side for Party Package details)

\_\_\_\_\_ **No Frills Party(2 HOUR)\*Party Fee: \$95/\$115**

\_\_\_\_\_ \$35 for one additional hour of No Frills Party (3 hour maximum time total).

\_\_\_\_\_ **Sports Party(2 HOUR) \*Party Fee: \$169/\$184 + Additional Fee of \$3/child over 15children**

\_\_\_\_\_ \$55 for one additional hour of Sports Party room time (3 hour maximum time total).

\_\_\_\_\_ **Knights & Princesses Party(2 HOUR)\*Party Fee: \$225/\$240+ Add'l Fee of \$5/kid over 15 kids**

\_\_\_\_\_ \$55 for one additional hour of Knights & Princesses Party

\_\_\_\_\_ **Dinosaur Party(2 HOUR) \*Party Fee: \$195/\$210 + Additional Fee of \$2.50/child over 15 children**

\_\_\_\_\_ \$55 for one additional hour of Dinosaur Party

\_\_\_\_\_ **Pirate Party(2 HOUR) \*Party Fee: \$223/\$238 + Additional Fee of \$4.25/child over 15 children**

\_\_\_\_\_ \$55 for one additional hour of Pirate Party

### **\*\*\*Birthday Party Options\*\*\***

\_\_\_\_\_ **Balloon Blast Birthday Party Option!\*Fee: \$125 per hour**A professional Balloon Artist Entertainer will come to the Birthday Party and create fun and crazy balloon creations. All dates subject to Artist's availability.

\_\_\_\_\_ **Food Option:**Pizza from Francesco Brothers is available for delivery. They are Large 16" cheese, sausage or pepperoni pizzas. Cost is \$16 per pizza; One week notice is required for ordering pizzas Number and type of pizza:

**# of Pizzas:** \_\_\_\_\_ **Type:** \_\_\_\_\_

## **General Birthday Party Policies& Facility Use Regulations**

- 1) The party fee and application are due two (2) weeks before the actual date of the party.
- 2) Pizza order must be placed at least one (1) week prior to party. No homemade food is allowed.
- 3) CANCELLATION POLICY (a) A full refund will be issued with at least seven (7) days notice.  
(b) A \$30 cancellation fee will be assessed if the party is canceled with less than seven (7) days notice.

**I have read the General Birthday Party Policies above and have received a copy of our Facility Use Regulations. I agree to adhere to the rules and regulations of the Bensenville Park District and the Deer Grove Leisure Center, hereby further agree that such rules and regulations are an integral part of this application.**

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

*OFFICE USE ONLY* Cake Ordered: \_\_\_\_\_ Food Ordered: \_\_\_\_\_ Total Amt. Due: \_\_\_\_\_ Amt. Received: \_\_\_\_\_ Date: \_\_\_\_\_

Check #: \_\_\_\_\_ Cash Credit Card: MC VISA DISC CC#: \_\_\_\_\_

Processed by: \_\_\_\_\_ **Give customer Facility Use Rules** Exp. Date: \_\_\_\_\_ Signature: \_\_\_\_\_