



PLAYLAND BIRTHDAY PARTY CONTRACT

RIVER FOREST COMMUNITY CENTER
8020 W. Madison Street
River Forest, IL 60305
Deena (708) 771-6159 Ext. 200
dballard@rfcc.info

Parent's Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

Cell Phone: _____

E-Mail: _____

Birthday Party Information

Child's Name: _____ D.O.B.: _____ Age: _____ Sex: M / F

Type of Package: Basic _____ Super _____ Deluxe _____

Date Requested: _____

Saturday: 10:00-12:00 _____ 1:00-3:00 _____ 4:00-6:00 _____

Sunday: 10:00-12:00 _____ 1:00-3:00 _____ 4:00-6:00 _____

Weekday: _____ 4:00-6:00 _____ Other: _____

All packages are based on 20 children. If there are more than 20 children, the additional costs are outlined on the following page for the additional children and mandatory second Party Leader.

(Packages including food and drinks are for the children only.) # of Children Invited _____

Due to space and staffing, please limit the number of adults to 20. # of Adults Expected _____

Each adult over 20 will be charged \$5.00 up to a maximum of 25 adults.

1) Will you use our invitations: Yes _____ No _____ If yes, how many? _____

2) Will you bring in food? Drinks _____ Snacks _____ Cake _____ Food _____

3) Will you be having entertainment? Piñata (pull string only), clown, magician, etc.? _____

If yes, what time is the entertainment scheduled? _____

*** OUR STAFF WORKS HARD TO MEET YOUR NEEDS ***
*** GRATUITIES ARE NOT INCLUDED BUT GREATLY APPRECIATED ***

BASIC PARTY PACKAGE

Birthday Party Leader - 1 RFCC Staff ~ Party Room - tables chairs, colored tablecloths

Staff: We will set up tables & chairs, entertain the children in the Playland and clean up after the party.

Parents: You will supply the food, birthday supplies, invitations, and decorate the Party Room.

For the safety of the children, parents may be required to assist.

2 Hour Playland Party		\$	200
Additional Party Leader (more than 20 children or if parents are unable to assist)		\$	50
Additional children (over 20)	_____		@ \$5.00 ea
\$	_____		

SUPER PARTY PACKAGE

The "BASIC" Package shown above **PLUS:**

Themed cake with birthday child's name ~ Ice cream & juice ~ White place settings ~ Helium balloon for each child ~ Mylar balloon & crown for birthday child ~ Invitations provided for you to mail.

STAFF: We will set up, serve cake, ice cream & juice, entertain and clean up.

PARENTS: You will mail invitations and provide additional decorations to the Party Room.

For the safety of the children, parents may be required to assist.

2 Hour Playland Party		\$	275
Additional Party Leader (more than 20 children or if parents are unable to assist)		\$	50
Additional children (over 20)	_____	@ \$10.00 ea	\$ _____

DELUXE PARTY PACKAGE

The "SUPER" Package shown above **PLUS:**

Dominos™ Cheese Pizza ~ 1 Treat Bag for Each Child **STAFF:** We

will shop, set up, serve pizza, cake, ice cream & juice, entertain and clean up.

PARENTS: You will mail invitations and provide additional decorations to the Party Room.

For the safety of the children, parents may be required to assist.

2 Hour Playland Party		\$	325
Additional Party Leader (more than 20 children or if parents are unable to assist)		\$	50
Additional children (over 20)	_____	@ \$12.00 ea	\$ _____

CAKE INFORMATION

(FOR SUPER & DELUXE PACKAGES ONLY)

YELLOW CAKE _____	CHOCOLATE CAKE _____
WHITE BUTTERCREAM _____	CHOCOLATE BUTTERCREAM _____
THEME _____ COLORS _____ HAPPY BIRTHDAY:	

PAYMENT INFORMATION

Name of Cardholder: _____

Expiration Date: _____

Credit Card # _____

CVV # (3 digit on back): _____

Playland Rules

The following are rules for the Playland and are designed for the health and safety of the children. Although the RFCC Birthday Party Leader will review these rules with the children before the party and will assist with supervising the children, it is the responsibility of the

parents/ adults to also help enforce these rules during the party. Anyone who does not follow the rules may be asked to leave the Playland area. **General**

The Playland is designed for children ages 3-6.

Any child under three (3) years old in the Playland must be accompanied by an adult.

Children must wear socks in the Playland at all times. Children without socks will not be allowed in the Playland. Parents should not on their invitations that all guests need to bring/wear socks.)

In order to avoid congestion on the stairs and potential injury due to children being kicked, there is a limit of one (1) child on the stairs at a time and caution is to be used when going up and down the stairs.

Slides are for going down only. There is to be no climbing up the slides.

No climbing on the netting inside or outside of the Playland. It can easily rip.

If a guest becomes sick or has a "bathroom accident" in the Playland, all guests will be asked to vacate the Playland until the compromised area has been properly cleaned/disinfected by RFCC staff.

Ball Pit

Balls are not to be thrown at others in the ball pit.

Balls are not to be deliberately damaged or squashed or taken from the ball pit area.

Balls are not to be thrown down the slides or outside the Playland.

Jumping on others in the ball pit is STRICTLY PROHIBITED. Before jumping, guests need to check and/or ask if anyone is hiding in the balls to make sure no participant is under their fall area.

Birthday Party Payment Information

The Community Center requires two payments for a birthday party:

Payment for the Party

Full payment for the party is due at the time the party is booked. A party is not considered booked until full payment has been received.

Security Deposit for the Party

A refundable security deposit of \$100.00 (not required if paying with a credit card) is required to cover any additional costs that may be incurred for a party including, but not limited to, extra children/guests attending the party, failure to vacate the party room within the allotted time, and/or damage to the premises. Failure to vacate the party room within the specified period will result in a late fee of \$75.00 for each additional half hour or portion thereof.

The security deposit can be made by cash, check or by posting a valid credit card with the Community Center. If no additional charges are incurred, the security deposit will be refunded no later than three (3) weeks after the date of the party. If additional charges are incurred and the total is less than \$100.00, the amount will be deducted from the security deposit and a refund issued for the remaining balance. If the amount of the additional charges exceed the security deposit, the person booking the birthday party will be responsible for paying for the additional charges on the day of the party.

Cancellations

If a party is cancelled within two (2) weeks of the reserved date, the payment for the party will be forfeited. If a party is cancelled more than two weeks in advance of the reserved date, a 50% refund will be given.

I understand and accept the terms and conditions for the birthday party that has been booked with the River Forest Community Center.

Parent/Guardian/Responsible Party Signature

Date

***** GRATUITIES ARE NOT INCLUDED, BUT GREATLY APPRECIATED*****