

BIRTHDAY PARTY REQUEST FORM



Parks & Recreation Department

Romeoville Recreation Department • 900 W. Romeo Rd., Romeoville, IL 60446 • (815) 886-6222 • www.romeoville.org

Name of Responsible Party: _____

Address: _____ City/State: _____ Zip: _____

Primary Phone: (____) _____ Secondary Phone: (____) _____

Email Address: _____

Birthday Child's Name: _____ Age Turning: _____ Gender: _____

Child's Favorite Color(s): _____

Day/Date Requested: _____

<p>\$150/Residents \$200/Non-Residents \$100 refundable cash deposit \$10 per additional child beyond the minimum!</p>	<input type="checkbox"/> JUNGLE (AGES 2-10)	<input type="checkbox"/> Friday 4:00-6:00pm <input type="checkbox"/> Saturday 12:00-2:00pm <input type="checkbox"/> Sunday 12:00-2:00pm <input type="checkbox"/> Friday 6:30-8:30pm <input type="checkbox"/> Saturday 2:30-4:30pm <input type="checkbox"/> Sunday 2:30-4:30pm <input type="checkbox"/> Saturday 5:00-7:00pm* <input type="checkbox"/> Sunday 5:00-7:00pm* <input type="checkbox"/> Jungle ONLY Hours: _____ Fee: _____ (\$25R/\$38NR Per Hour)
	<input type="checkbox"/> DANCE (AGES 3-12)	<input type="checkbox"/> Saturday 12:00-2:00pm <input type="checkbox"/> Sunday 12:00-2:00pm <input type="checkbox"/> Saturday 2:30-4:30pm <input type="checkbox"/> Sunday 2:30-4:30pm <input type="checkbox"/> Saturday 5:00-7:00pm* <input type="checkbox"/> Sunday 5:00-7:00pm* <i>Date/Time pending availability</i> Child's song preference: _____
	<input type="checkbox"/> SPORTS (AGES 5+) <small>ONLY AVAILABLE APRIL - OCTOBER</small>	<input type="checkbox"/> Friday 4:00-6:00pm <input type="checkbox"/> Saturday 12:00-2:00pm <input type="checkbox"/> Friday 6:30-8:30pm <input type="checkbox"/> Saturday 2:30-4:30pm <input type="checkbox"/> Saturday 5:00-7:00pm* <i>Date/Time pending availability</i> Child's sport/game preference: _____
<p>\$175/Residents \$225/Non-Residents \$100 refundable cash deposit \$10 per additional child beyond the minimum!</p>	<input type="checkbox"/> NERF (AGES 5+) <small>ONLY AVAILABLE APRIL - OCTOBER</small>	<input type="checkbox"/> Friday 4:00-6:00pm <input type="checkbox"/> Saturday 12:00-2:00pm <input type="checkbox"/> Friday 6:30-8:30pm <input type="checkbox"/> Saturday 2:30-4:30pm <input type="checkbox"/> Saturday 5:00-7:00pm* <i>Date/Time pending availability</i>
	<input type="checkbox"/> GYMNASTICS (AGES 5+)	<input type="checkbox"/> Saturday 2:30-4:30pm <input type="checkbox"/> Sunday 2:30-4:30pm <input type="checkbox"/> Saturday 5:00-7:00pm* <input type="checkbox"/> Sunday 5:00-7:00pm* <i>Date/Time pending availability</i> Instructor preference: _____ (Not Guaranteed)
	<input type="checkbox"/> ARTS & CRAFTS (AGES 5+) <small>MAX 8 CHILDREN</small>	AVAILABLE UPON REQUEST - FRIDAY/SATURDAY/SUNDAY PARTY TIME: 1.5 HOURS Time: _____ <i>Date/Time pending availability</i>

Parties are intended for children and the host parent/guardians only. Party rooms cannot accommodate additional adults.

*Saturday and Sunday 5:00-7:00pm time slot is not available Memorial Day through Labor Day weekend.

† Party package fee is for up to 12 children. Maximum of 16 children can attend the party. \$10 for each additional child over the 12. The minimum fee is still required even if the 12 child minimum is not met. Responsible party must be the parent/guardian to the child and be present during the party.

(OVER)

A \$100 deposit & all party fees are due at the time reservation is made.

Party Package Fee = \$ _____

Refundable deposit..... \$ _____

SUB TOTAL \$ _____

Number of additional children attending (Beyond 12 minimum; Max total is 16).....# ___ x \$10 = \$ _____

FINAL TOTAL \$ _____

OFFICE USE ONLY	
FRONT DESK:	
Initial _____	Date _____ Total \$ _____
SUPERVISOR:	
Confirmed Head Count _____	Boys # _____ Girls # _____ Date _____ Initial _____

ROMEOWILLE RECREATION DEPARTMENT FACILITY USAGE POLICIES

Birthday Party Guidelines:

1. A Jungle Party is located in the Celebration Room and Jungle Safari Indoor Playground. Fee includes pizza and drink in the Celebration Room. Socks are required on all party guests.
2. A Dance Party is located in the Performing Arts Rooms. Fee includes pizza and drink in the Art Adventure Room. Party child/host can bring their own music for dance.
3. Nerf and Sports Parties are located in the gymnasium. Fee includes pizza and drink in the Art Adventure Room.
4. Arts and Crafts Parties are located in the Art Adventure Room. Fee includes pizza and drink in the Art Adventure Room.
5. Each child receives a goody bag and the birthday child receives a group picture to capture the moment. A maximum of 16 children are allowed to attend the birthday party.
6. Party date must be reserved at least one week prior to the event. Rental form completion, minimum payment and deposit are due upon registration to reserve the date.
7. Any changes to party booking must be made in person and must be initialed by the responsible party.
8. Final party count is due three (3) business days prior to party date. Responsible party is accountable for the final head count and must pay based on the final count given. Payment for extra kids can be made prior to the start of the party on the party date.
9. Cancellations must be made one week in advance of the reserved date for responsible party to be eligible for a full refund. Cancellations made less than seven (7) days prior to the event will be eligible for a refund of only 50%. Refunds will be processed through the Village of Romeoville and will take 14 to 21 days to be processed. Refunds will be mailed to the responsible party listed on this form.
10. Please bring receipt on the day of the event.
11. Alcohol is prohibited on village property.
12. At least one parent of the birthday child must be present. Two additional adults (18 & over) must be present for parties containing 16 or more children.
13. All party guests (including friends or siblings of party guests) must be paid for at registration.
14. Price does NOT include food/drink for parents or other adults present. Parties are intended for children and the host parents/guardians only. Party rooms cannot accommodate additional adults.
15. Cake or dessert may be brought to the party on the parent/guardian's own expense.
16. Responsible party is responsible for all party guests before, during and after the event.
17. Party guests must remain in the assigned room.
18. Because many parties are scheduled in a day, all party guests are asked to leave directly after the party time slot.
19. Cash deposits must be picked up by the responsible party four (4) to ten (10) days after the rental. A state-issued ID is required to pick up the deposit and a copy will be kept on file. If deposit is not picked up after the 10th day of the rental, a check will be requested, mailed to the address on the application, and checks take 4 to 6 weeks to process. Responsible party who placed deposit on a credit card will be credited 4 to 10 days after the rental. A credit will appear on their credit card based on his/her credit card company's policy. A full deposit refund will be issued as long as no damages have been incurred, rooms were left in the same condition, and rental time did not exceed the rental time according to the agreement. **Deposit will only be released to responsible party named on receipt.**

For good and valuable consideration, the undersigned hereby releases the Village of Romeoville and its Recreation Department from any and all claims of whatever nature for any injury, loss, damage, accident or expense arising from or out of the participation in the Romeoville Recreation Department, and further agrees to indemnify and hold harmless all of said parties above enumerated against claims and for costs and reasonable attorney's fees arising out of or in any way connected with the participation in the Recreation Department. The undersigned hereby releases and agrees to indemnify and hold harmless all of said parties above in regards to person or persons the undersigned includes or invites to participate with them in any activity.

I agree to these rules and understand I have full responsibility for any damage to, or loss of, Recreation Department property arising from or in any way connected with my group use.

Signature of Responsible Party: _____ Date: _____

ROMEOVILLE RECREATION DEPARTMENT --PARTICIPANT AGREEMENT

NOTE: THIS AGREEMENT MUST BE SIGNED BY ALL ADULT PARTICIPANTS AND MUST ALSO BE SIGNED BY A PARENT OR GUARDIAN OF ANY MINOR SEEKING TO PARTICIPATE IN ANY RECREATION DEPARTMENT PROGRAMS OR ACTIVITIES.

NOTICE

Effective immediately, please be advised that any and all Romeoville Recreation Department registrations, programs, memberships, rentals and special events are subject to cancellation and/or indefinite rescheduling due to the ongoing COVID-19 public health emergency. While the Recreation Department is devoted to its mission of providing the best quality recreational, social and entertainment opportunities to our residents and the community, ensuring the health and safety of all participants and staff has always been and will continue to be the Department's paramount objective. At the present time, all available guidance from public health authorities and governmental agencies indicates that we cannot safely and responsibly conduct our registrations, programs, rentals, memberships and special events as we have in the past. Until such time as the Department receives clear and definitive direction from our public health authorities and governmental agencies that it is safe to fully resume our scheduled programs, rentals, memberships, activities and events, all such programs, activities, rentals, memberships and events will remain subject to this cancellation/indefinite rescheduling policy. Registrations for upcoming activities, rentals, memberships, events and programs will be treated as reservations for the activity, membership, rental, event or program in question, to be refunded if the activity, rental, membership, event or program in question is cancelled. We understand and share your concern over the uncertainty associated with our upcoming schedule, and like you, we also look forward to the eventual elimination of COVID-19 as a public health emergency affecting our residents, and getting back to the business of providing quality recreational opportunities and facilities to the community.

WARNING OF RISK

Despite the implementation of all reasonable precautions by the Department, an unavoidable risk of serious injury will always exist when participating in any recreational activity. Not all hazards and dangers can be foreseen. Participants and parents/guardians of minor participants must understand that certain risks and hazards will be inherent to participation in that activity, including but not limited to risks and hazards associated with inclement weather, slip and falls, overexertion and fatigue, disregarding safety rules and instructions, collision with stationary objects or other participants, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating. Additionally, participants and parents/guardians of minor participants are further expressly informed that any program or activity involving the presence of or interaction with other persons can carry the risk of the transmission of disease between such persons, including but not limited to the COVID-19 virus. Accordingly, the Department hereby informs all participants and parents/guardians of minor participants that it is impossible for the Romeoville Recreation Department to guarantee absolute safety for all program and activity participants, or to guarantee that programs and activities are free from the risk of the transmission of disease, including but not limited to the COVID-19 virus.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

I acknowledge and assume the risks of property damage, accidents, injuries (including death), loss of bodily functions, transmission of disease (including but not limited to the COVID-19 virus), disabilities, medical disorders, pain and suffering, lost income and medical expenses that arise from participation in any program or activity offered by the Department, and my use of facilities, transportation services, premises and equipment provided by the Department. I further acknowledge that the foregoing risks may arise from my own action or inaction, the actions or inaction of other program or activity participants, the conditions under which a program or activity is conducted, or from the negligent actions or inaction (including any failure to warn) of Department personnel, contractors or service providers. I also acknowledge that from time to time, the Village of Romeoville and/or the Department may take photographs or videos with or without sound of me participating in programs or activities offered by the Department for use and publication and/or broadcast in various publications or media, including but not limited to the Village's website, Facebook account or other social media sites or accounts, live internet video streams, the Village's public access cable channel, Department program brochures or materials, and Village or Department informational, promotional or marketing materials, and I hereby expressly grant to the Village of Romeoville and the Department the right to use and publish and broadcast such photographs and videos as contemplated herein, all without compensation or payment for such use and publication or broadcast. In consideration of being allowed to participate in programs or activities offered by the Department, or to use facilities, transportation services, premises and equipment provided by the Department, I hereby release, waive and discharge the Village of Romeoville and its officers, officials, employees, agents, volunteers and contractors (collectively, the "Releasees") from any and all liability and all claims of any kind whether for personal injury, transmission of disease (including but not limited to the COVID-19 virus), property damage or death, arising from participation in any activity or program offered by the Department, arising from my use of facilities, transportation services, premises and equipment provided by the Department, or arising from the use or publication or broadcast by Releasees of photographs or videos of me participating in programs or activities offered by the Department, whether or not caused by the negligence of the Releasees or any of them and further covenant that I shall not sue any of the Releasees with respect to any such liability or claims. In the event that I or anyone else nonetheless makes a claim or files suit against Releasees arising out of any of the above-described matters, I will indemnify and hold Releasees harmless of and from any and all damages or judgments and costs of litigation, including attorney fees. The provisions hereof are to be construed as broadly as possible in favor of Releasees, and this Agreement as a whole shall be governed by the laws of the State of Illinois (without reference to the conflicts of laws rules thereof). If any part of this Agreement shall be ruled invalid by a court having jurisdiction, the balance shall be enforced to the maximum possible extent. I am signing this Agreement freely and voluntarily, having read and understood it and with a full opportunity to consider its substance and with the intention of fully and unconditionally assuming the risks and releasing the liabilities as described above in this Agreement.

COVID-19 REQUIREMENTS

All renters, parents/guardians, registrants and participants are advised that all Romeoville Recreation Department facilities, rentals, activities and uses are required by the State of Illinois to be used or conducted in accordance with State-issued guidelines, as revised or modified from time to time. Among other things, these guidelines may require participants to wear face masks, to wash/sanitize hands, to maintain social distancing, and to have temperatures taken on a daily or more frequent basis. All participants will be required to comply with the applicable State guidelines in force at any given time as a condition of their continued attendance at or participation in any Romeoville Recreation Department facility, rental, activity or use. All renters/registered participants of the Romeoville Recreation Department for any rental, facility, activity, use or purpose shall be responsible for being aware and informed of the then-current State and/or Village guidelines related to Romeoville Recreation Department rentals, facilities, activities and uses, and for ensuring that all participants comply with the same.

DATE: _____
(Printed Participant Name) (Participant Signature)

REQUIRED PARENT/GUARDIAN SIGNATURE FOR MINOR PARTICIPANTS

I am the parent or legal guardian and am registering the above listed names to participate in a program or activity offered by the Romeoville Recreation Department. I have read and reviewed this Agreement, and am voluntarily signing it on behalf of my child/ward in my capacity as parent and legal guardian. By signing below, I am agreeing on behalf of my child/ward to be bound along with my child/ward by all terms and conditions of this Agreement as set forth above, including but expressly not limited to those terms and conditions pertaining to the taking of photographs of program and activity participants, the use and publication of such photographs and the release of all claims associated therewith. If registering online, my online signature will be substituted for and have the same legal effect as an original hard copy signature.

DATE: _____
(Printed Parent/Guardian Name) (Parent/Guardian Signature)