



# BIRTHDAY PARTY REGISTRATION FORM

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: \_\_\_\_\_

<input type="checkbox"/> <b>JUNGLE</b> (Ages 2-10)	<input type="checkbox"/> <b>DANCE</b> (Ages 3-12)	<input type="checkbox"/> <b>SPORTS</b> (Ages 5+) <i>Available April - October only.</i>	<input type="checkbox"/> <b>GYMNASTICS</b> (Ages 5+) <i>Limited availability based on scheduled programs.</i>	<input type="checkbox"/> <b>NERF</b> (Ages 5+12)
\$150/Residents \$200/Non Residents \$100 refundable cash deposit \$10 per additional child beyond the minimum†	\$150/Residents \$200/Non Residents \$100 refundable cash deposit \$10 per additional child beyond the minimum† <b>Child's song preference:</b>	\$150/Residents \$200/Non Residents \$100 refundable cash deposit \$10 per additional child beyond the minimum† <b>Child's favorite sport:</b>	\$175/Residents \$225/Non Residents \$100 refundable cash deposit \$10 per additional child beyond the minimum† <b>Time:</b>	\$175/Residents \$225/Non Residents \$100 refundable cash deposit \$10 per additional child beyond the minimum†
<input type="checkbox"/> Friday 4:00-6:00pm <input type="checkbox"/> Friday 6:30-8:30pm <input type="checkbox"/> Saturday 12:00-2:00pm <input type="checkbox"/> Saturday 2:30-4:30pm <input type="checkbox"/> Saturday 5:00-7:00pm* <input type="checkbox"/> Sunday 12:00-2:00pm <input type="checkbox"/> Sunday 2:30-4:30pm <input type="checkbox"/> Sunday 5:00-7:00pm*	<input type="checkbox"/> Saturday 12:00-2:00pm <input type="checkbox"/> Saturday 2:30-4:30pm <input type="checkbox"/> Saturday 5:00-7:00pm* <input type="checkbox"/> Sunday 12:00-2:00pm <input type="checkbox"/> Sunday 2:30-4:30pm <input type="checkbox"/> Sunday 5:00-7:00pm*	<input type="checkbox"/> Saturday 12:00-2:00pm <input type="checkbox"/> Saturday 2:30-4:30pm <input type="checkbox"/> Saturday 5:00-7:00pm* <input type="checkbox"/> Sunday 12:00-2:00pm <input type="checkbox"/> Sunday 2:30-4:30pm <input type="checkbox"/> Sunday 5:00-7:00pm*	<b>Instructor preference:</b> <i>(Not guaranteed)</i>	<input type="checkbox"/> Saturday 12:00-2:00pm <input type="checkbox"/> Saturday 2:30-4:30pm <input type="checkbox"/> Saturday 5:00-7:00pm* <input type="checkbox"/> Sunday 12:00-2:00pm <input type="checkbox"/> Sunday 2:30-4:30pm <input type="checkbox"/> Sunday 5:00-7:00pm*

**Parties are intended for children and the host parents/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.

† Max of 25, unless otherwise noted. If your party does not meet the 12 child minimum, the minimum fee is still required. Responsible party must be the parent/guardian to the child and be present during the party.

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

Party Package Fee ..... = \$ \_\_\_\_\_

Number of additional children attending (Beyond 12 minimum; Max total is 25).....# \_\_\_\_ x \$10 = \$ \_\_\_\_\_

Refundable deposit..... \$ \_\_\_\_\_

TOTAL..... \$ \_\_\_\_\_

**OFFICE USE ONLY**

Initial \_\_\_\_\_ Date \_\_\_\_\_ Receipt # \_\_\_\_\_ Total \$ \_\_\_\_\_

Confirmed Head Count \_\_\_\_\_ Boys # \_\_\_\_\_ Girls # \_\_\_\_\_ Date \_\_\_\_\_ Initial \_\_\_\_\_

# ROMEOWILLE RECREATION DEPARTMENT

## FACILITY USAGE POLICIES

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### 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. Each child receives a goody bag and the birthday child receives a group picture to capture the moment. A maximum of 25 children are allowed to attend the birthday party.
5. 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.
6. Any changes to party booking must be made in person and must be initialed by the responsible party.
7. 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.
8. Cancellations must be made one week in advance of the reserved date for renter 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 renter.
9. Please bring receipt on the day of the event.
10. Alcohol is prohibited on village property.
11. 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.
12. All party guests (including friends or siblings of party guests) must be paid for at registration.
13. 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.
14. Cake or dessert may be brought to the party on the parent/guardian's own expense.
15. Responsible party is responsible for all party guests before, during and after the event.
16. Party guests must remain in the assigned room.
17. Because many parties are scheduled in a day, all party guests are asked to leave directly after the 2 hour party slot.
18. 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.**

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*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 \_\_\_\_\_