

Party Information and Guidelines

In order to ensure a great party experience for all, we ask that you please be aware of the following party guidelines and information. Please read through all information completely. PLEASE NOTE: Residency is determined by whether you pay taxes to the Grayslake Park District. **A minimum of 3 weeks is required to book a party and reservations are done on a first-come, first-served basis.**

General Party Information

- * All parties are held at the Grayslake Park District Recreation Center, 240 Commerce Drive, Grayslake.
- * Parties are for a minimum of 10 children, this includes the Birthday Party child. Please see fees listed on the Reservation form.
- * The Birthday Party will be 90 minutes in length: 60 minutes for activities and 30 minutes for refreshments, gift opening and clean up. Extended party hours are available at an additional fee of \$25 per half hour.
- * The person who booked the party is responsible for being present at the party and assisting the Party Leader with the general flow of activities, as well as enforcing appropriate behavior of the party participants.
- * The Park District will provide party activities, games, one party leader per 10 children, plates, napkins, cups, utensils, cake server/knife, a decorated table for cake and presents, basic party decorations, clipboard with pre-typed gift recording sheet and clean up of the party. Each guest will also receive a FREE open gym pass to come back and play!
- * The Grayslake Park District does not provide cake and/or food/beverage as part of the party package. Birthday Party Renters may provide these items. Refrigerator/Freezer space is not available.

Payment and Paperwork Information

- * A non-refundable deposit of \$30.00 is required when submitting a Party Reservation Request Form. This deposit will be put towards your balance upon confirmation of your requested date. Deposits will only be returned if the requested date cannot be accommodated by the park district.
- * Refunds will not be issued if the actual attendance is less than the paid attendance.
- * **Full payment for the party is due at least 5 business days prior to your scheduled party. Failure to submit payment will result in the party being cancelled.**

Party Confirmation

- * Reservations are confirmed when renter receives a copy of the application approved by the Birthday Party Coordinator. Turning in an application does not guarantee confirmation.
- * Upon completion of your Party Reservation Request Form, the Birthday Party Coordinator will contact you within 4 business days to discuss your request.
- * The Birthday Party Coordinator will contact you 5 days prior to your scheduled party date to confirm details, answer questions, etc.

On Your Party Day

- * **Please arrive no earlier than 15 minutes in advance of the start of your party.** This time will enable you to meet the Party Leader and cover all logistical needs and details of the party.
- * Please tell parents/guardians of guests to pick up their children within 10 minutes of the conclusion of the party. Children who are not picked up are the responsibility of the parent that booked the party.
- * The Party Leader will notify you when there is 10 minutes left and assist you with packing up your gifts and transporting them to the proper vehicles. The Party Leader will take care of cleaning the party area.
- * **Due to the fact that we have multiple party bookings on any given day, we ask that you please be courteous and have your party completely packed up within ten minutes of the ending time. If the ten-minute time allotment is exceeded, there will be a \$30.00 overtime charge incurred.**
- * Smoking, alcoholic beverages or controlled substances are prohibited. All rules and regulations of the Grayslake Park District apply to parties held in the facility.





GRAYSLAKE COMMUNITY PARK DISTRICT Birthday Party Reservation Form

Birthday Party Amenities:

- 1 Party leader per 10 guests
- Decorated party room with tables and chairs
- Plates, cups, napkins, utensils, table cloths
- 60 min. activities & 30 min. for cake and gift opening
- Pre-typed gift recording sheet
- Clean up
- FREE Open Gym Pass for each guest

Birthday Party Packages:

- Little Tykes Party**
Your little munchkins will have fun playing in our gym play land. We will supply all the toys, play equipment and the space to let your little ones run. Activities will mainly be unstructured.
\$150 Res. / \$180 Nonres. (10 guests)
\$10 each add'l guest over 10 guests
20 kids max. including birthday child
- Sports Party**
This party is for any child who loves sports and games. We will include a variety of sports and fun games being played in the gym. We can tailor this party to include specific sports and games that the birthday child is interested in.
\$150 Res. / \$180 Nonres. (10 guests)
\$10 each add'l guest over 10 guests
20 kids max. including birthday child
- Hot Wheels Party**
Race off to your Hot Wheels party. This fun-filled party will include creating your own tracks, jumps, loops and more. A variety of different Hot Wheel cars and tracks will be available for lots of racing fun!
\$150 Res. / \$180 Nonres. (10 guests)
\$10 each add'l guest over 10 guests
16 kids max. including birthday child
- Shake & Wiggles Party**
Your guests will have a blast playing musical games like The Limbo, Hokey Pokey, Freeze Dance, Musical Chairs and much more! Your party will be a musical success!
\$150 Res. / \$180 Nonres. (10 guests)
\$10 each add'l guest over 10 guests
20 kids max. including birthday child
- Create-A-Party**
Have a party idea that we don't offer? Let us know and we'll customize a party that meets your needs. We'll do all the work within our means!
\$150 Res. / \$180 Nonres. (10 guests)
\$10 each add'l guest over 10 guests
Maximum TBD

Contact Person: _____

Address: _____

City/State/Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Desired Party Date: _____ 2nd Date: _____

Time Desired: _____ (Depends on facility and party leader availability)

Birthday Child: _____ Age Turning: _____

Signature: _____ Date: _____

By signing above, I confirm that I have read, fully understand and will comply with all party and facility rules. I am responsible for the event and participants and must be present for the entire event. I am the only person who can make changes to this event. I am aware my group is responsible for preapproved decorating and general clean up.

I agree to abide by the rules set by the Grayslake Park District and agree to save and hold harmless, and reimburse the Grayslake Park District with respect to claims, suits, attorney fees, and any other expenses which may arise due to personal injury or property damage suffered or incurred in connection with or incident to the use of the park facilities by the undersigned. I agree that I will be responsible for the conduct of the group, which has been granted the use of the above named facilities and shall conform to the official operating policies relating to buildings and properties as established by the Grayslake Park District. I further agree to reimburse the Grayslake Park District in full for the fee as agreed upon for the use of Grayslake Park District Recreation Center in addition to any loss due to breakage, defacing of property, or other damage to the premises.

Reservations are confirmed when renter receives a copy of the application approved by the Birthday Party Coordinator. Turning in an application does not guarantee confirmation. All applications are first come – first served.

Applications are available at:
Grayslake Park District Recreation Center
240 Commerce Drive
Grayslake, IL 60030
www.glpd.com
5:00pm

Birthday Party Coordinator:
Kendra Ring (847) 223-7529
kring@glpd.com
Office Hours:
Monday - Friday 8:30am -

Deposit Payment: Date _____ Amt _____

Cash _____ Check # _____ Charge _____ - _____ - _____

Exp ____/____ 3 Digit Security Code on back of Credit/Debit Card _____

Card Holder Signature _____

Final Payment: Date _____ Amt _____

Cash _____ Check # _____ Charge _____ - _____ - _____

Exp ____/____ 3 Digit Security Code on back of Credit/Debit Card _____

Card Holder Signature _____

Park District Official (Signature) **Date**