



Grayslake Community Park District  
240 Commerce Drive  
Grayslake, IL 60030  
(847) 223-7529  
[www.glpd.com](http://www.glpd.com)



# CHILDRENS' BIRTHDAY PARTIES

Let the Grayslake Park District host your child's next birthday party for you!  
We'll take care of the details, so you can enjoy your time celebrating with family and friends.

## Birthday Party Packages Amenities

- Birthday child is FREE!
- FREE Open Gym Pass for each guest
- Party room with tables and chairs
- Party supplies (plates, cups, napkins, utensils, tablecloths)
- One Party Leader per 10 guests (max 20 children)
- 90 minutes (60min. activities/30min. for cake and gifts)
- Post-party clean up

## Birthday Party Packages

- **Little Tykes (1-4yrs) / Gym Time Fun Party (5-8yrs)** (\$150/R; \$180/NR)  
Party guests will have a blast playing with age-appropriate toys and equipment in the gym! (Unstructured play)
- **Shake & Wiggles Party** (\$150/R; \$180/NR)  
Your guests will have a blast playing musical games like The Limbo, Hokey Pokey, Freeze Dance, and much more!
- **Sports Party** (\$150/R; \$180/NR)  
Party guests play a variety of sports and games in the gym! This party can be customized to include the birthday child's favorite activities.
- **Nerf Party** (\$150/R; \$180/NR)  
Take your party to the next level! Nerf Blasters and ammo will be provided for your enjoyment, and mats can be set-up for cover.
- **Create-A-Party** (\$150\*/R; \$180\*/NR)  
Have a party idea that we don't offer? Let us know and we can work together to customize a party that meets your needs. We'll do what we can within our means! \*Additional fees may incur
- **Gary Kantor Magic Party (4yrs and up)** **\*NEW\* Lower price!** (\$300/R; \$375/NR)  
Make your party unique, entertaining and memorable with the incredible magic of Gary Kantor. You will see vanishing acts, card tricks, mind-reading and much more! All shows are interactive, with lots of audience participation and laughter. Your child will become a Junior Magician right before your eyes! Magic Show is 30 min. This party is for 15 guests, plus birthday child (max 24). Show will be adjusted depending on age of guests.
- **Gary Kantor Balloon Animal Party (3yrs and up)** **\*NEW\* Lower price!** (\$300/R; \$375/NR)  
Balloon animals are a huge hit at birthday parties! Now your party can have the Magic Team of Gary Kantor making balloon animals non-stop for 45 minutes – dogs, butterflies, swords, giraffes, etc. The kids do more than play with the balloons; they decorate them with stickers and markers. At the end of the party, all the kids will get to take home their very own collection of assorted balloon animals. This show is for 15 guests, plus birthday child (max 24).

## Party Add-ons

- **Add Guests** +\$10 / guest above the number included in the package; not to exceed max.
- **Add Time** +\$25 / 30 minutes of extra time in the Multi-Purpose Room or gym
- **Add-A-Theme** +\$15 / 10 guests. We provide party supplies to match your chosen theme. Subject to availability.

# Birthday 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 NOTE: Residency is determined by whether you pay taxes to the Grayslake Park District. **A minimum of 3 weeks' notice is required to book a party and reservations are confirmed 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).
- GLPD Parties are for 10 children, plus the birthday child. Additional children are \$10 each (max. children 20). Premium parties are for 15 children, plus the birthday child. Additional children are \$10 each (max. children 24) Parties with a large number of adults will be charged \$2/adult.
- Birthday Parties 90 minutes in length: 60 minutes for activities, and 30 minutes for refreshments, gift opening and clean up. Extended party hours are available for an additional \$25 per half hour.
- The person who books the party must be present at the party and should assist the Party Leader with the general flow of activities, as well as enforce appropriate behavior of party participants.
- The Park District will provide party activities (as designated by party package), one Party Leader, 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 party clean-up. Each guest will receive a FREE open gym pass to come back and play!
- Birthday Party Renters may provide cake and/or other food and beverage. The Grayslake Park District does not provide cake or other food as part of the party package. No refrigerator/freezer available.

## Payment and Paperwork

- A non-refundable deposit of \$30 is required when submitting a Party Reservation Request Form. The deposit will go towards your balance once your requested date is confirmed. Deposits will only be returned if the Park District cannot accommodate the requested date.
- 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 or the party will be 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, as we must confirm space and staff availability for your requested date.**
- After you submit the 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 15 minutes before the start of your party to meet the Party Leader and review party details and logistics.
- Please tell parents/guardians of guests to pick up their children within 10 minutes of when the party ends. Children who are not picked up are the responsibility of the parent who booked the party.
- The Party Leader will notify you when there is 10 minutes left and assist you with packing up gifts and transporting them to the proper vehicles. The Party Leader will take care of cleaning the party area.
- We often have multiple party bookings on any given day, so we ask you please be courteous and have everything out of the party room within ten minutes of the ending time. **If the ten-minute time allotment is exceeded, a \$30 overtime charge will be incurred.**
- Smoking, alcoholic beverages and 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



Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Desired Party Date: \_\_\_\_\_ Alternative Date: \_\_\_\_\_

Time Desired: \_\_\_\_\_ (Will depend on facility and Party Leader availability)

Birthday Child's Name: \_\_\_\_\_ Age Turning: \_\_\_\_\_ Estimated number of guests: \_\_\_\_\_

**Birthday Party Package** (\$150 R / \$180 NR for 10 guests, plus birthday child):

Little Tykes     Shake & Wiggles     Sports \_\_\_\_\_     Nerf     Create-A-Party: \_\_\_\_\_

**Premium Parties** (\$300 R / \$375 NR for 15 guests, plus birthday child):

Magic Party     Balloon Animal Party

**Birthday Party Add-on Fees:**

Additional Guests (\$10 per extra guest)

Add-A-Theme (\$15 per 10 guests)

Extra Time (\$25 for each 30 min)

Preferred Theme: \_\_\_\_\_

**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.***

**Return Form To:**

Grayslake Park District Recreation Center  
240 Commerce Drive, Grayslake, IL 60030  
[www.glpd.com](http://www.glpd.com)

**Birthday Party Coordinator:**

Patty Anderson  
[panderson@glpd.com](mailto:panderson@glpd.com)  
(847) 223-7529

<b>Deposit Payment:</b>	Date _____	Amount _____
Cash _____	Check # _____	Charge _____ - _____ - _____ Exp ____/____
Card Holder Signature _____		
<b>Final Payment:</b>	Date _____	Amount _____
Cash _____	Check # _____	Charge _____ - _____ - _____ Exp ____/____
Card Holder Signature _____		
_____	_____	<b>Party Leader:</b> _____
<b>Park District Official Signature</b>	<b>Date</b>	