



Grayslake Park District
 240 Commerce Drive
 Grayslake, IL 60030
 P: (847) 223-7529 | F: (847) 223-6386

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|------------------------|-------|
| OFFICE USE ONLY | |
| Date/Time Received: | _____ |
| Staff Initials: | _____ |
| Permit Number: | _____ |

Children's Birthday Party Reservation Application

Parent/Guardian/Renter Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Alt. Phone: _____ Email: _____

Emergency/Alternate Contact: _____ Emergency Phone: _____

Birthday Child's Name: _____ Age Turning: _____

Child's Gender Identity: Male Female Transgender Non-binary Prefer not to respond

Party Day: _____ Party Date: _____ Party Time: _____

Party Theme (can be found on our website): _____

PARTY DETAILS:

- Party package includes a party leader to organize your party activities, decorate tables, paper products, tableware, and all other activities; FREE open gym pass for each guest; and clean-up.
- \$300 for Residents, \$375 for Non-Residents paid in full at the time of reservation. Character Fun Time theme is \$350 for Residents, \$437 for Non-Residents.*
- 15 children per party (Birthday Child and siblings are included).
- Additional guests (up to 20 max.) costs an additional \$15 per guest.
- Parties are only available on Saturdays or Sundays and will last 90 minutes, with 60 minutes of activity and 30 minutes for food & refreshments. Renters may provide cake and/or other food and beverages.
- Smoking, alcoholic beverages, or other substances are prohibited at any Grayslake Park District facility.
- Reservations for birthday parties must be made at least 2 weeks in advance.
- Parties are set up for children only (parents are welcome to stay).

BOOKING PROCEDURES:

- Fill out this application and submit payment in full. Once your reservation application and payment have been processed, renter will be sent a confirmation via email.
- Once confirmed, please email tputkonen@glpd.com on the Wednesday before the party with the total number of RSVP's. On the day of the party, the renter may arrive 15 minutes prior to the party time.
- Cancellation policy: Parties cancelled up to 2 weeks before the party date will receive a 75% refund, or can be rescheduled for a fee of \$25. Cancellations received less than 2 weeks from the party date are non-refundable, or can be rescheduled for a fee of \$25.

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|--|--|----|----------------------------------|----------------------|--|------------------------------|--|--|
| OFFICE USE ONLY: Party Host: _____ | | | Party Assistant: _____ | | | Date Approved: _____ | | |
| Party Location: <input type="checkbox"/> MPR A | | | <input type="checkbox"/> MPR A&B | | | <input type="checkbox"/> GYM | | |
| Setup Time: _____ | | | Clean-up Time: _____ | | | | | |
| Approved By: _____ | | | | Approval Date: _____ | | | | |
| Payment Processed: YES | | NO | | Processed by: _____ | | | | |

IMPORTANT INFORMATION:

The Grayslake Community Park District is committed to conducting recreation programs and activities in the safest manner possible and holds the safety of participants in the highest possible regard. Participants and parents registering their child in recreation programs must recognize, however, that there is an inherent risk of injury when choosing to participate in recreational activities. The Grayslake Community Park District continuously strives to reduce such risks and insists that all participants follow the safety rules and instructions designed to protect the participant's safety.

Please recognize the Grayslake Community Park District does not carry medical accident insurance for injuries sustained in its programs. The cost of such would make program fees prohibitive. Therefore, each person registering themselves, or a family member, for a recreation program/activity should review their own health insurance policy for coverage. It must be noted that the absence of health insurance coverage does not make the Grayslake Community Park District automatically responsible for payment of medical expenses.

Due to the difficulty and high cost of obtaining liability insurance, the agency providing liability coverage for the District requires the execution of the following Indemnity Form. Your cooperation is greatly appreciated.

**GRAYSLAKE COMMUNITY PARK DISTRICT
INDEMNITY FORM:**

In consideration of the permission granted by the GRAYSLAKE COMMUNITY PARK DISTRICT, to the undersigned to use the following Park District facilities.

The undersigned, _____

hereby expressly agrees to release, discharge and hold said Park District of Grayslake harmless and to indemnify and to protect said Park District from any claims for damages, whether it be bodily or property, and to defend the Park District from any claim for damages of any nature resulting from the use of said premises, facilities and/or equipment by the undersigned, its agents, representatives, invitees, or other persons whether caused by the negligence of the Park District and its employees or otherwise. The undersigned agrees to reimburse the Park District of any damages to Park District property resulting from stated activity. It is also agreed that NO alcoholic beverages or smoking will be permitted on Park District property at any time, unless otherwise stated by the Board of Commissioners.

By signing the Birthday Party Reservation Application I, the undersigned, have read and understand the Grayslake Community Park District's Facility Usage Rules, Splash Pad Rental Rules, and the Severe Weather Policy. I take full responsibility as a Permitted User for my group to comply with these policies.

Renter Signature: _____

Date: _____

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|--|-------------------------------------|-----------------------------------|-------------------------------|
| RENTER USE: | | | |
| CREDIT CARD PAYMENT INFORMATION | | | |
| Card Number: _____ | Exp. _____ | CVV#: _____ | |
| <input type="checkbox"/> Visa | <input type="checkbox"/> MasterCard | <input type="checkbox"/> Discover | <input type="checkbox"/> Amex |
| Name on Card: _____ | Payment Amount: _____ | | |
| Authorization Signature for Payment: _____ | Date: _____ | | |