



# Birthday Party Application

401 Wagner Road Northfield, IL 60093

Phone: 847.446.4428 Fax: 847.446.4431

**For Office Use Only**

Party Fee: \$ \_\_\_\_\_  
 Deposit: \$ \_\_\_\_\_  
 Balance Due: \$ \_\_\_\_\_  
 Approved By: \_\_\_\_\_  
 Final Payment Due On: \_\_\_\_\_  
 Receipt No: \_\_\_\_\_

When registering by Fax, it is mutually understood that the facsimile registration document (including the waiver and release of all claims) shall substitute for and have the same legal effect as the original form.

Parent Last Name \_\_\_\_\_ Parent First Name \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Child's Name \_\_\_\_\_ Child's Birthdate \_\_\_\_\_  
 Date Requested \_\_\_\_\_ Time Requested \_\_\_\_\_ Number of Children Expected \_\_\_\_\_

Type of Party Requested (Circle One):



<b>New! HTHT Science Made Fun Party</b> <i>hosted by High Touch High Tech</i>		<b>Sports Party</b> <i>hosted by Northfield Park District</i>	
Resident: \$400	N/R: \$410	Resident: \$165	N/R: \$175
<b>Martial Arts Party</b> <i>hosted by Grandmaster Joe Connelly</i>		<b>Chicago Loves Dance Party</b> <i>hosted by Chicago Loves Dance</i>	
Resident: \$250	N/R: \$260	Resident: \$275	N/R: \$285
<b>Magic Party</b> <i>hosted by Magician Gary Kantor</i>		<b>Balloon Animal Party</b> <i>hosted by Magician Gary Kantor</i>	
Resident: \$285	N/R: \$295	Resident: \$285	N/R: \$295

Please select 2-3 sports to play at Sports Party:

Basketball	Soccer	Floor Hockey
Kickball	Dodgeball	T-Ball
Tag Games	Relay Races	Other: _____

Rec. Coordinator, Vicki Frullani, will confirm all parties. All Parties require a **\$50 reservation deposit** to hold your date. If the date you have requested is not available, you will be contacted. Once your date is confirmed, your deposit will be applied toward your final balance. Your final balance is due 5 business days prior to your party date.

All reservations require a credit card number on file regardless if you choose to pay your deposit or remaining balance by check or cash. If you have a remaining balance after the date of the party, your card will be charged for that amount.

All party details on reverse side.

**To book your party, please call/email Rec. Coordinator Vicki Frullani,**  
**vfrullani@northfieldparks.org.**

Credit Card # \_\_\_\_\_  
 Exp. Date \_\_\_\_\_ CVC \_\_\_\_\_ Payment Amount \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_

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I have read and fully understand the Program Details, Waiver and Release on reverse side of this form.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Rental Rules/Regulations

1. Park District activities have priority in all facility usage.
2. Any individual or group applying for use of the facility must complete and submit the appropriate rental forms and be approved before usage.
3. A non-refundable deposit of \$50 of your rental fee is charged to reserve your rental. The balance due will be charged to the credit card supplied on reverse side of this form two weeks before your rental.
4. **A \$250.00 damage deposit may be required. Required deposits shall be charged with remaining balance, two weeks prior to rental, and refunded within two weeks after the date of the rental if the facility was left free of damage and in an orderly state.**
  - Renter shall not tape items to the painted walls. All decorations MUST be completely removed.
  - No candles are allowed with the exception of birthday cake candles.
  - All garbage is to be collected and placed in receptacles. All facilities must be returned to the state they were found in after the rental. Failure to do so will result in forfeiture of full security deposit.
5. Written notice must be given for all cancellations. Cancellations made less than 30 days before your event forfeit the entire rental fee.
6. The Park District must approve all live entertainment and outside contractor participation in facility rentals. A certificate of insurance listing the Northfield Park District as additional insured is required from any contractor that will be on site during a rental.
7. There is no smoking permitted inside any Park District facility.
8. Individuals applying for a rental must be 21 years of age, be present at the rental period and assume responsibility for all actions of the group and usage of the room and equipment including the chaperoning of minors.
9. A rental permit shall be revoked at any time due to misconduct of individuals, falsification of information, misuse of property or failure to comply with Park District rules and regulations. Rental payment will be forfeited to the Park District and future permits will not be issued to group or individuals involved.
10. Park District reserves the right to prohibit any rental application that is contrary to the public safety and welfare.
11. This agreement may be cancelled by User or District within 10 working days advance written notice received by the other party prior to commencement of the Use Period, in which case the Facility Fee will not be payable and all rights of each party hereunder shall terminate. The Facility Fee shall be paid in all other circumstances whether or not the designated facility is used by the user.
12. Proof of insurance naming the Park District as additionally insured is required for some activities.
13. The Park District reserves the right to relocate any rental location based on unforeseen circumstances.
14. Any food/beverage brought into the facility/room must be kept inside the facility/room. No food/drinks allowed in the Community Center Gym.
15. The Park District reserves the right to relocate any rental location based on unforeseen circumstances.
16. The Park District is not responsible for any items left or lost on the premises.

## Waiver & Release of All Claims

The undersigned participant agrees to obey all Northfield Park District rules and regulations, as well as Park District employees. As a user of this park/facility, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including deaths, damages or loss which I may sustain as a result of participating in any and all activities connected with or associated with the use of stated park/facility. I agree to waive and relinquish all claims I may have, as a result of use of stated park/facility, against the Northfield Park District and its officers, agents, servants and employees. I do hereby fully release and surcharge the Northfield Park District and its officers, agents, servants and employees from any and all claims from injuries, including death, damage or loss which I may have or which may accrue to me on account of my use of stated park/facility. I further agree to indemnify and hold harmless and defend the Northfield Park District and its officers, agents, servants and employees from any and all claims resulting from injuries, including death, damages, and losses sustained by me and arising out of, connected with, or in any way associated with the use of stated park/facility. I have read and fully understand the above details and Waiver and Release of Claims. Before this facility application is considered approved, the person listed must sign this Waiver and Release of All Claims. Where users are under 18 years of age, this Waiver and Release of All Claims must be read and signed by their parent or legal guardian.

**The signed (front of application) agrees that he/she will be responsible to the Board of Commissioners of the Northfield Park District for the use and care of the Park District property. He/she further agrees that the activity will conform with that stated in the application and Park District Ordinances.**