



# BARTLETT COMMUNITY CENTER BIRTHDAY PARTY REQUEST FORM

Please complete this form and email to Melissa Kopera, Rental Coordinator: mkopera@bartlettparks.org or 630-540-4858

Today's Date: \_\_\_\_\_ Party Type \_\_\_\_\_

Parent's First & Last Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address, City, State & Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Party Date: \_\_\_\_\_ Party Time: \_\_\_\_\_ Room(s): \_\_\_\_\_

# of Children: \_\_\_\_\_ # of Adults: \_\_\_\_\_ Total # of Guests: \_\_\_\_\_

### Parties start at \$200 & All Parties Include:

- 2 hours in a party room including the activity (the activity may be in a separate room) • A Party Host

Select the type of Party below:

### POOL PARTIES - all ages: (room included)

- Splash Central "INDOOR" Pool\*: \$270 Res / \$290 Reg     BAC "OUTDOOR" Pool\*: \$270 Res / \$290 Reg

FOR POOL PARTIES ONLY: # of Children \_\_\_\_\_ # of Adults \_\_\_\_\_

15 swimmers included in party package. Extra swimmers pay at the pool.

Requested Swimming Time: \_\_\_\_\_ Open Swim 1-6pm Saturday & Sunday.

**Pool Supervision Guidelines:** Children must be supervised at all times with a specified adult/child ratio based on the age of the children. The supervising adults (18 years +) must be in swimwear and must pay admission.

Pool Supervision Ratios: Adult to Child    Age 1 and under: 1 to 1    Age 1-2: 1 to 3    Age 3-9: 1 to 5    Age 10-14: 1 to 10

### ACTIVITY Parties - \$200 Res / \$220 Reg:

- GYM: age 8-12     DANCE: age 4-10     OBSTACLE COURSE: age 5 & under     NERF: age 5-10

### DELUXE ACTIVITY Parties:

- KID ROCK: age 1-5 \$240 Res / \$260 Reg     CANVAS PAINT: age 8-12 \$240 Res / \$260 Reg
- ULTIMATE DANCE: age 3-12 \$240 Res / \$260 Reg
- 1 HOUR BALLOON/FACE PAINTING (up to 16 kids): all ages \$240 Res / \$260 Reg
- 2 HOUR BALLOON/FACE PAINTING (up to 32 kids): all ages \$360 Res / \$380 Reg

### Party Extras:

- Outdoor Playground: \$20/hour (with rental of the Arts & Crafts Room)     Piñata: \$65 (filled with candy & prizes, includes use of holder & bat)     Balloon/Face Painting Upon Request

Plastic Table Covers: \$3 each  Blue  Pink  White     Music Speaker: \$25 (adapts to mp3 player or phone)  
(please enter quantity in the box)

### Food Packages:

- Pizza Party Pack from Taylor Street Pizza: \$80 (For 20 children, includes 2 XL cheese pizzas, juice boxes, paper plates, utensils, & napkins)
- Additional Pizzas: \$22 each (pizza size is XL). Please enter quantity:     XL Cheese     XL Sausage     XL Pepperoni

#### Payment/Cancellation/Refund Policy:

**Payment:** A non-refundable \$50 deposit is due within 3 days of receiving your confirmation receipt along with your rental agreement.

Your balance is due 14 days prior to your party. Failure to pay full balance will result in cancellation of party. Any changes must occur 7 days or more prior to party.

**Cancellation/Refund:** If canceled 14 days or MORE prior to your party you will receive a refund of monies paid less the \$50 deposit. NO REFUNDS less than 14 days prior to party.

Thank you for your interest in the Bartlett Park District.

1/11/23