

# Birthday Party Application



1685 W. Higgins Road, Hoffman Estates, IL, 60169  
847-885-7500, HEParks.org

## Household Information

(Internal use) Household # \_\_\_\_\_

Date received: \_\_\_\_\_

Last name (Family): \_\_\_\_\_

First name: \_\_\_\_\_

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

City/Zip Code \_\_\_\_\_

Email address: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Birthday Person's Name: \_\_\_\_\_

Birthday Person's Age: \_\_\_\_\_

## Party Information

1st Choice Party Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

1st Choice Party Time \_\_\_\_\_ to \_\_\_\_\_

2nd Choice Party Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

2nd Choice Party Time \_\_\_\_\_ to \_\_\_\_\_

## Party Packages

Detailed information about each party package is available at [HEParks.org/birthday-parties](http://HEParks.org/birthday-parties)

### Parties at Triphahn or Willow

	Facility	Ages	Party Duration	Max # Guests	Party Price	Additional party time
<b>Sports Party</b>	Willow Triphahn	3+	90 min	15 Children	\$250*	\$50/half hour
<b>Ninja Warrior</b>	Willow Triphahn	3-7	90 min	15 Children	\$250*	\$50/half hour
<b>Nerf Battle</b>	Willow Triphahn	7+	90 min	15 Children	\$250*	\$50/half hour
<b>Magic Party</b>	Willow Triphahn	4+	90 min	20 Children	\$260*	\$50/half hour
<b>Dance Party</b>	Triphahn	4+	90 min	16 Children	\$220*	\$50/half hour

Willow= Willow Recreation Center, Triphahn = Triphahn Center

\*\$100 is non-refundable if party is canceled within seven days prior to the scheduled party.

### Parties at Vogelei Barn

<b>E-Sports (Gaming)</b>	8+	120 min	20 Children	\$220	\$50/hour
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### Parties at the Triphahn Center

<b>Ice Skating Party</b>	All ages	60 min	50	\$300	\$300/hour
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Party Rooms available to rent. Visit [heparks.org/party-rentals/](http://heparks.org/party-rentals/) for information. \$6 per additional skater.

### Parties at The Club at Prairie Stone

<b>Climbing Wall Party</b>	4+	90 min	Fees vary based on rooms rented and guests		
<b>Climbing Wall &amp; Pool Party</b>	4+	120 min	Fees vary based on rooms rented and guests		

Contact Beth Zimmer, 847-285-5422 or [BZimmer@heparks.org](mailto:BZimmer@heparks.org) about parties at The Club at Prairie Stone.

### Parties at Seascape Family Aquatic Center

Summer rentals begin on Memorial Day and end Labor Day. Reserve the small and large party tent online at [heparks.org/parkrentals](http://heparks.org/parkrentals).

### TopTracer Range

Two hour game play - \$125 per bay for 4 players. Each additional player \$15 ea. up to 6. Includes food. To book, contact Jennifer Fuller (847)781-3658, [jfuller@heparks.org](mailto:jfuller@heparks.org)

## Party Choice, Location and Guests

Party Package Choice: \_\_\_\_\_

Fee: \_\_\_\_\_

# of Guests: \_\_\_\_\_

Facility: \_\_\_\_\_

### Additional rental hours (outside of party duration)

Number of hours \_\_\_\_\_

Fee per hour \_\_\_\_\_

Total \_\_\_\_\_

### Additional room rental

Room name \_\_\_\_\_

Fee \_\_\_\_\_

Total \_\_\_\_\_

### Additional guests

Number of guests \_\_\_\_\_

Fee per guest \_\_\_\_\_

Total \_\_\_\_\_

## Payment Information

Date: \_\_\_\_\_

Party package fee: \_\_\_\_\_

Last 4 digits of credit card: \_\_\_\_\_

Additional fees: \_\_\_\_\_

Credit card must be saved in payers household profile.

Total due: \_\_\_\_\_

Name: \_\_\_\_\_

Signature authorizing credit card payment: \_\_\_\_\_

(Internal use)

Party Room: \_\_\_\_\_

Official Party Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Room Reserved: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Party Time \_\_\_\_\_ Party Host: \_\_\_\_\_

Party Set Up Time \_\_\_\_\_

Revised 3/2023

Additional rentable rooms are available at the Triphahn Center, Willow Recreation Center, The Club at Prairie Stone and Bridges of Poplar Creek.

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# Party Application Terms and Conditions

Thank you for your interest in one of HEParks' planned birthday parties. Please allow ten days for processing following submission of the completed application.



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847-885-7500, HEParks.org

**All persons at parties shall be responsible for abiding by the rules and park ordinances.**

Alcohol is prohibited on Park District property.

## Payment

- Payment in full is due at time of rental request.
- Additional charges may be required for security/damage deposit for large groups.
- Payments not made by due date will be automatically paid with saved card on file.
- Refunds or rescheduling of rental must be submitted within one week of rental date.
- Magic Party, Sports Party, and Dance Party will incur a \$100 fee if canceled within 7 days of rental agreement.

## Room Set-Up

- Room will be set-up according to the designated template, party plan or room drawing.
- If no room set-up information is provided, the room set-up will be the responsibility of the renter. The park district cannot guarantee the availability of tables and chairs. Park district staff will provide a basic room set-up.
- Decorations can only be used in a manner that will not deface the facility. No tape or tacks allowed.

## Room Clean-Up

- Renter shall leave the room in the condition received upon arrival.
- Clear all tables, removing any trash from tables.
- All decorations must be removed.
- Place trash in designated trash containers.
- Parking lot must also be cleaned up for any debris from rental.

## Renter Information

- First Aid Kits and emergency help are available at the facility service desk.
- Only the rooms on the rental permit may be used by renter.
- Renters must not disturb other activities in the building. Groups that are excessively loud or unruly may be prohibited from future facility use.
- **Children are not permitted to roam the facility. All children must remain with guardians in designated rooms.**
- The posting of advertisements of any product or service for sale is not permitted.
- Certificate of Insurance may be required listing the Hoffman Estates Park District as additionally insured.

## After Hours Rentals

- A \$50 fee will be assessed for every 15 minutes the rental runs past the contracted end time.

**I have read and agree to all the above conditions for a Hoffman Estates Park District rental.**

Party Contact Name Printed

Signature

Date