



# BIRTHDAY PARTY APPLICATION

1685 W Higgins Road, Hoffman Estates, IL, 60169  
847.885.7500

## Household Information

Last Name:	First Name:
Address:	
Email:	Phone:
Birthday person's Name:	Age:

## Party Information

Requested Party Date:	Time:
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## Party Packages

Party	Facility	Age	Duration	Max # Guest	Price	Additional Party Time
Sports Party	Willow Triphahn	3+	90 min	15 Children	\$250	\$50/ half hour
Ninja Warrior	Willow Triphahn	3-7	90 min	15 Children	\$250	\$50/ half hour
Nerf Battle	Willow Triphahn	7+	90 min	15 Children	\$250	\$50/ half hour
Gymnastics	Willow	2+	90 min	15 Children	\$300	\$50/ half hour

1-15 people will be \$250  
Additional 15 guest will be a flat fee of \$50 (15-30)  
\$100 is nonrefundable if party is canceled within seven days prior to the scheduled party

Ice Skating Party	Triphahn	2+	60 min	50	\$300	\$300/ hour
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Parties at The Club at Prairie Stone	Contact Beth Zimmer, 847.285.5422 OR bzimmer@heparks.org about party options at The Club of Prairie Stone
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Parties at Seascapes Family Aquatic Center	Summer rentals begin upon Seascapes opening until Labor Day. Reserve the small or large party tent online at heparks.org/parkrentals
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TopTracer Range	Two hour game play - \$125 per bay for 4 players. Each additional player is \$15 ea. up to 6. Includes food. To book, contact Jennifer Fuller 847.781.3658, jfuller@heparks.org
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## Party Choice, Location & Guest

Party Package Choice:	
# of Guest:	Facility:
Additional Rental Time:	
Additional # of Guest:	

## Payment Information

Date:	Party Package Fee:
Last 4 digits of Credit Card:	Additional Fees:
Credit Card must be saved in payer's household profile	Total Due:
Name:	Signature authorizing CC payment:

(Internal use)

Party Room: _____	Rooms Reserved: _____
Official Party Date: _____	Party Host: _____
Party Time: _____	



# PARTY APPLICATION

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# TERMS AND CONDITIONS

847.885.7500

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.
- Sports party, Ninja warrior, Nerf battle, dance party, and Gymnastics 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

- Renters 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 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 Hour Rentals

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

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

Party Contact Name Printed: \_\_\_\_\_

Signature: \_\_\_\_\_

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