

PARTY INFORMATION

Thank you for scheduling your child's Sports Theme birthday party at the Oak Brook Park District Family Recreation Center!

- A. The party is for up to 20 participants in the party. Although parents are not included in the 20 total; food, drink, paper products, and seating will only be provided for the 20 participants. Any guests over the included 20 will result in a \$10 per head charge over the 20. Please be aware staffing will not change for guests over 20 and additional guests could result in an altered party expectation/experience. This is for admission only (see below for additional food requirements).
- B. Payment and signed permit are due within seven (7) days of booking. Failure to supply both will result in loss of the date/time requested.
- C. Any additional charges the day of the event are due at the end of the party. Failure to complete payment will result in your account to be "frozen" until the account balance is paid in full. Frozen accounts will be unable to register for programs, memberships, rentals, or any other Park District event(s). If there is an outstanding balance on the account at the time the party is paid for, you authorize the Oak Brook Park District to use any credit card on file to charge the card to clear any overdue payment(s).
- D. The party includes: 2 party hosts, 4 cheese pizzas, 2 refillable pitcher drinks and all paper products (table clothes, plates, cups, fork, and napkins). Please note the paper products are not themed. The pizzas can be upgraded for an additional:
 - a. \$2 per Sausage
 - b. \$2 per Pepperoni
- E. Additional food can be ordered no later than 7 business days prior to your event.
 - a. \$15 per Cheese
 - b. \$17 per Sausage or Pepperoni
- F. You are able to bring in dessert and additional snacks for your guests. There is a fridge and freezer available for use during the time of your party. No early drops off will be permitted.
- G. The party is comprised of 1.5 hours of organized activities by your party hosts and 30 minutes for food/drink (2 hour event). Additional time requests must be made no later than 7 business days prior to your event. Any gifts that are brought to the party will be loaded by your party hostess at the end of the event for your child to open at home.
- H. Please plan to have yourself and guests arrive 10-15 minutes prior to the event to get checked in with your party hosts. Guests will check in with the front desk and be directed to the room that is included with the rental. Any guests that arrive late will be directed to where the party is currently located.
- I. Please have all participants wear the appropriate clothing and foot wear. Tennis/Sneakers required for activities located on the gymnasium floors.
- J. Decorations are permitted in the room if you choose for your event. **ALL decorations must be removed at the end of the event. No nails, screws, tacks, duct tape, or any other item that may cause damage, is permitted to hang decorations.**
- K. Lockers are open to the public. If guest(s) choose to use a locker they will need to supply their own lock or purchase one from the front desk for \$6.00
- L. Oak Brook Park District is not responsible for any lost or stolen items.
- M. Cancellation Policy: Any cancelation or rescheduling request must be given **IN WRITING** no later than 72 hours prior to your event. Failure to provide the minimum 72 hours notification will result in forfeit of rental fees.
- N. All renters and their guests are expected to act in an orderly fashion and are financially responsible for any damage occurring to the building, grounds or equipment. It is understood that all renters and their guests will comply with the rules, regulations, and ordinances of the Oak Brook Park District, Village of Oak Brook, and the State of Illinois.

- O. For any function, a competent adult (21 years of age or older) or chaperones must be provided by the renter for supervision. Park District staff will not act as chaperones. The renter must have 1 adult for every 10 youths under the age of 13.
- P. **Any changes/requests MUST be made no later than 7 business days prior to your event. Any requests to change the party package option will be made upon availability.**
- Q. **NO alcoholic beverages are permitted at any party or location of the Family Recreation Center, Family Aquatic Center, or Central Park. Any rental caught with alcohol will be removed from the property with no refund for the event. Staff has the right to call 911 to have the rental removed from the property.**
- R. The Oak Brook Park District is not responsible for loss, theft, or damage to personal property or belongings