

Birthday Party Request Form

Contact Information

Contact's Name _____ Today's Date _____

Contact's Address _____

City _____ State _____ Zip _____

Contact Phone Number _____ Cell Phone Number _____

Email _____

Emergency Contact Name _____ Phone Number _____

Event Information

Birthday Child's Name _____ Age _____ Number of Attendees _____

Event Details

Party Type	Price	Date & Time
<input type="checkbox"/> Nerf: Party includes 45 minutes of staff led nerf games. Nerf guns, darts, and safety glasses will be provided. <input type="checkbox"/> Chef: Party includes pizza making, decorating cupcakes, and designing your very own chef hat. Specialty ingredients not included. <input type="checkbox"/> Dance: Kids will play fun dance games and learn an easy dance routine to perform for parents. Dance costumes provided for performance. All activities led by staff. Any remaining time after activity has ended will be for the party guests to enjoy on their own.	<p>Resident:</p> <input type="checkbox"/> \$150 (up to 10 children) <input type="checkbox"/> \$10 each additional child* <p>Non-Resident:</p> <input type="checkbox"/> \$175 (up to 10 children) <input type="checkbox"/> \$13 each additional child* <p><i>*Maximum of 18 children</i></p>	Requested Date: _____ <input type="checkbox"/> Friday 5:30-7 p.m. <input type="checkbox"/> Saturday, 12-1:30 p.m. <input type="checkbox"/> Saturday, 2:30-4 p.m. <input type="checkbox"/> Sunday, 12-1:30 p.m. <input type="checkbox"/> Sunday, 2:30-4 p.m. Depending on Availability

Secure Your Reservation

Party must be booked at least 2 weeks in advance of desired date. To secure your reservation, you must return this completed Reservation Request Form to the Prisco Community Center front desk, and make a \$100 deposit. This deposit will be applied to the cost of your party. Full payment is due no later than 14 days before your event. You can pay with cash, check or credit card at the facility, or you can pay by phone using your credit card by calling Prisco Community Center at 630-859-8606.

Cancellations must be made at least 14 days prior to the event in order to receive the deposit refund, less a \$5 service charge. Any cancellation or reschedule made within 14 days of the event will result in a loss of deposit.

E-mail completed and signed forms to priscoreservations@fvpd.net or drop off at Prisco Community Center.

FOR OFFICE USE ONLY

- Reservation has been booked in RecTrac
- \$100 deposit received

STAFF INITIALS _____

DATE _____

Prisco Community Center

150 W. Illinois Avenue, Aurora 605046

Phone 630-859-8606 • wherefunbegins.org • PriscoReservations@fvpd.net



Birthday Party FAQ's and Guidelines

Is the cost of the party in addition to the \$100 deposit?

No, the \$100 deposit is applied to the cost of the party. This \$100 deposit is due at the time you book your reservation, and the remaining balance is due no later than 14 days before your event.

Where are the birthday parties held?

Parties will take place at the Prisco Community Center in one of our community rooms. The party room will include tables and chairs to accommodate the number of children attending.

When can we begin set-up for our birthday party?

Set-up for birthday parties can begin 10 minutes prior to the start time, and we ask that all guests and items be removed from the party room no more than 10 minutes after the party.

Do we need exactly 10 children to book the party?

No, you can have up to 18 for the party. However, we charge for a minimum of 10 children. Additional guests can be added for \$10(R) / \$13(N) each. Please notify the Park District **one week before the event** to confirm the final count. Payment for additional children is also due at that time.

Where do I go when I arrive at Prisco Community Center?

When you arrive for your Party, simply check in at the front desk, and our staff will show you to your party room. A birthday party attendant will also be there to help assist you with unloading any items you have brought for the party.

Can we bring food, drink, cake, etc?

Yes! You are welcome to serve any additional food or beverages that you would like provide for your guests. You will need to provide our own tableware, supplies, and/or decorations.

I acknowledge that I have fully read and understand the Nerf Party Request Form, as well as the FAQs and Guidelines sections. My signature confirms receipt and agreed compliance of these policies and guidelines.

Main Contact Signature

Date

Prisco Community Center

150 W. Illinois Avenue, Aurora 605046

Phone 630-859-8606 • wherfunbegins.org • PriscoReservations@fvpd.net