

# Arlington Heights Park District – Birthday Party Application

Today's Date: 3/28/2017

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

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

Phone Number: \_\_\_\_\_

2<sup>nd</sup> Phone: \_\_\_\_\_

Day & Date of Event: \_\_\_\_\_

Time: \_\_\_\_\_

Type of Party: \_\_\_\_\_

Location: **Arlington Heights Historical Museum**

E-mail Address: \_\_\_\_\_

*Your e-mail address will only be used for communication related to your birthday party and to send a post-event evaluation. Please be assured that it will not be used for any other purposes.*

## Party Details

Name of Child: \_\_\_\_\_

Child is:  Male  Female Age Child is turning: \_\_\_\_\_

Number of children attending: \_\_\_\_\_ **(There is a \$5 charge per child in excess of 15 children).**

Number of adults attending: \_\_\_\_\_ **Maximum of 15 children per party.**

Do any of the guests have allergies that we need to be aware of?  No  Yes *(If yes, please list here):*

Do any of the guests have special needs? \_\_\_\_\_

## Cake Details

*A standard single-layer ¼-sheet cake is included with all Parties. Picture cakes or upgraded decorations will be subject to an upgrade charge (usually \$10). All cakes are purchased through the Jewel at 440 E Rand Road (Northpoint) in Arlington Heights. Style Names and Numbers can be obtained from their cake catalogs.*

Style Name: \_\_\_\_\_ Style Number: \_\_\_\_\_

Cake Message: \_\_\_\_\_

Cake size:  ¼ sheet *(included)*  ½ sheet *(\$15 extra)*  Full Sheet *(\$30 extra)*

Cake Flavor:  Chocolate  Yellow  Chocolate/Yellow Marble

## Room Set Up Instructions

We will take care of tables and chairs for guests and an extra table for gifts. Below is anything extra you would like to add to the set up.

**Would you like any extra tables for food?**  No  Yes *If yes, how many?:* \_\_\_\_\_

Special Set-up requests: \_\_\_\_\_

## Party Instructions

Would you like to serve cake in first or second half of party? \_\_\_\_\_

Do you wish to open presents during the party? \_\_\_\_\_

Will you be bringing in additional food? \_\_\_\_\_

**BIRTHDAY PARTY STAFF USE ONLY**

Payment notes for «Name»'s Party:

Approval	
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Supervisor:	Date:
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Superintendent:	Date:
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Permit Sent:	Date:
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**Attach Payment Receipts Below:**

Payment			
		<i>Date Paid</i>	<i>Staff Initials</i>
Party Base Cost:	<b>\$ \$285</b>		
Extra Guests (\$5 each):	+		
Upgrades:	+		
Downgrades:	-		
<b>Subtotal:</b>	<b>= \$</b>		
Deposit Paid:	- \$		
<b>Balance Due:</b>	<b>\$</b>		



# Community Center Birthday Party Deposit Payment Form

Name:

Address:

Phone Number:

Day & Date of Event:

Time:

Type of Party:

## Payment Information

**Your party date and time will not be reserved for you without the proper deposit or payment. Please make your check payable to "Arlington Heights Park District."**

How would you like to pay for your event/deposits?

Cash (*in-person only*)   
  Check   
  Visa   
  MasterCard   
  Discover

Please write your charge information here for processing:

Cardholder's Name: \_\_\_\_\_

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

I authorize you to charge this card for the required deposit that applies to my reservation as shown below. Additionally, I understand that if I go over my allotted time in the room that I am using, I will be charged \$«Hourly\_Rate» for a minimum of one hour, at the discretion of the Program Coordinator.

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

Minimum Deposit Required	<b>\$ 50.00</b>
Additional Deposit Paid	<b>+ \$</b>
Total Deposit Paid	<b>= \$</b>

Office Use Only	
Date Paid:	
Staff Initials:	

**Thank you for booking your party with the Arlington Heights Park District.  
Please keep this sheet handy until after your party.**

**Party Details for Soda Pop Birthday Party:**

- **Friday, December 9<sup>th</sup> – Soda Pop Science Party** at the Arlington Heights Historical Museum's Arlington Room
- Your scheduled time is **5pm – 6:30pm**. You may arrive no more than 30 minutes prior to start time for set-up. Your Party Hosts will be there to assist you at that time.
- If you have any questions prior to your party, please contact Lauren Szady at [lszady@ahpd.org](mailto:lszady@ahpd.org). If you have questions the day of your party, please call the museum at 847-255-1225.

**Final Counts:**

- Party package prices are based on a count of 15 kids. Additional children are \$5 each. 15 children maximum. Children under 2 will not be included in the count.
- Please have your final count in one week prior to your party.

**Cake information:**

- Please stop by the Jewel-Osco Bake Shop at 440 E Rand Road (Northpoint) in Arlington Heights to look through their cake books and choose a design. Fill in your choices below. The package party price includes a single-layer quarter-sheet cake with standard decorations. Larger cakes and decoration upgrades are available at an additional charge.
- Please be aware that other Jewel stores in the area may have a different designs and style numbers. To ensure that your desired design is available, please visit the Northpoint Jewel.
- **DO NOT** order the cake. Please call us with this information, or you can fax this sheet to Lauren Szady at 847-255-1570. You may also email the information to [lszady@ahpd.org](mailto:lszady@ahpd.org) if you prefer. We will call or email you back to confirm that we received your information.
- **We must have your cake information no later than the Monday prior to your party or 5-7 days before your party if it is a weekday party.**

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

Style Number: *(Four or five digit code)* \_\_\_\_\_

Cake Message: \_\_\_\_\_

Cake size:     ¼ sheet *(included)*     ½ sheet *(\$15 extra)*     Full Sheet *(\$30 extra)*

Cake Flavor:     Chocolate     Yellow     Chocolate/Yellow Marble