



BIRTHDAY PARTY CONTRACT – EXPLORATION STATION

459 N. Kennedy Drive,
Bourbonnais, IL 60914
815-933-9905, option 2
FAX: 815-928-6054

Name: _____

Physical Address: _____
Street City Zip Code

Home Phone: _____ Cell Phone: _____ Work/other Phone: _____

E-mail Address: _____ Fax #: _____

Party Date: _____ Start Time: _____ End Time: _____ Party Room: _____

Party Colors: _____ Theme: _____ Expected Attendance: _____

Cupcakes: White Chocolate 1/2 & 1/2 Birthday Child's Name: _____ Age: _____ Gender: _____

THESE PARTY PACKAGES INCLUDE 1 1/2 HOURS IN THE PARTY ROOM, ADMISSION FOR UP TO 15 GUESTS (ADULTS & CHILDREN), PLUS THE BIRTHDAY CHILD, UNLIMITED PLAYTIME IN THE MUSEUM, AND FREE ANIMAL ROOM ADMISSION

<u>Chosen packages or extras</u>	Fees: Member/ Non-Member	Fee per addl. guest	TOTAL FEE
No Frills	\$100/\$110	\$3.00	
Bamboo's Bash - Includes cupcakes, ice-cream cups, juice drink, lined tables, balloons (15), streamers, paper products, plastic ware, invitations (15), and a birthday gift.	\$140/\$155	\$3.00	
Theme Party — Includes cupcakes, ice-cream cups, juice drink, lined tables, balloons (15), streamers, plastic ware, invitations (15), a birthday gift, and themed plates, cups, & napkins.	\$170/190	\$3.50	
AFTER HOURS PARTIES INCLUDE THE PARTY ROOM AND MUSEUM TO YOURSELF FOR 3 HOURS FOR 15 GUESTS (ADULTS & CHILDREN) , PLUS THE BIRTHDAY CHILD, AND THE FOLLOWING:			
After Hours Party — Includes cupcakes, ice-cream cups, juice drink, lined tables, balloons (15), streamers, paper products, plastic ware, invitations (15), and a birthday gift.	\$240/\$265	\$3.00	
EXTRAS			
Additional Birthday Child	\$5.00		
Face Painting	\$15.00		
Smash Cake	\$7.00		
Favor Bags	\$2.25 each	X ____ =	
Bamboo Visit	\$25.00		
Additional Invitations	\$.50 each	X ____ =	
Pizza Deal – 3 16" one-topping pizzas	\$32.00	X ____ =	
Additional 16" one-topping pizzas	\$12.00	X ____ =	
Extra Hour	\$30/\$45	X ____ =	
Miscellaneous Extras:		X ____ =	
Late Booking Fee (less than 14 days prior)	\$25.00		
Refundable Service/clean-up deposit	50% of total rental fees (\$75 minimum)		
TOTAL FEES DUE			

Applicant Signature _____

Date _____

For off-site Credit Card Payment Only: Credit Card #: _____ MasterCard/Visa/Discover

Cardholder's Signature: _____ Exp. Date: _____

FOR OFFICE USE ONLY: Date called: _____ Reservation #: _____ HH#: _____
 Date deposit paid: _____ Amount Paid: _____ Clerk: _____ Payment Method: _____ Check or CC Auth#: _____
 Date Balance Paid: _____ Amount Paid: _____ Clerk: _____ Payment Method: _____ Check or CC Auth#: _____
 Date Deposit Refund Requested: _____ Amt. of Refund: _____ Addl. Fees or Comments: _____



Applicant agrees they have read and will abide by the requirements listed and described below. Applicant understands that Bourbonnais Township Park District (known as BTPD) is not responsible for unforeseen circumstances and has agreed to indemnify the Bourbonnais Township Park District for any accidents or injuries occurring. Applicant also understands that the Bourbonnais Township Park District has the right to hold the amount of the deposit due to persons attending the event not abiding by the expectations listed below.

Please review and initial next to items:

- ___ Guests are required to sign in at the front desk upon arrival.
- ___ **Food and drink are not permitted in the museum play area.**
- ___ Museum staff is not permitted to handle your money or accept food deliveries on your behalf.
- ___ Food brought from home is allowed, but it cannot be served by the BTPD staff and cannot be served to anyone not in the birthday party. **No raw meat or raw fish may be served.**
- ___ **Hanging items from the ceilings or walls is not permitted.**
- ___ Trash and recycling must be disposed of in appropriate containers provided by BTPD.
- ___ **Access to the party room is not allowed before your scheduled time.**
- ___ You and your belongings must vacate the party room at your scheduled party conclusion time.
- ___ I understand if the number of guest increase and I do not notify the BTPD, there may not be enough supplies for all guests.
- ___ **I understand that if not all guests show up, I still have to pay for the number of guests I reserved with.**
- ___ **Parties must have one adult chaperone over the age of 21 for every 5 children. Any party or group which does not have adequate supervision or fails to maintain discipline will be required to leave without a refund.**
- ___ **No smoking** is allowed inside buildings or within fifty feet of any entrance to building or playground areas.
- ___ **No driving or parking on grass or sidewalks** unless approved by authorized BTPD staff. Violators may be towed at owner's expense.
- ___ **No alcohol is permitted.**
- ___ All activities are subject to approved ordinances and policies of the Bourbonnais Township Park District.
- ___ Persons booking a party must be at least 21 years of age. Proof of ID is required at time of booking.
- ___ The Bourbonnais Township Park District will not assume responsibility for lost or damaged property.
- ___ The BTPD reserves the right to add to, or change the policies as needed in the best interest of the Bourbonnais Township Park District.
- ___ Admission may not be charged at any parks and/or facilities for monetary gain or fundraising without approval from the BTPD Board of Commisioners. Gambling and betting is not permitted. Approval requires 90 day notice.
- ___ Sound equipment, D.J's, and bands are allowed only if approved by authorized BTPD staff prior to event.
- ___ Animals are allowed at any BTPD park, provided said animal is leashed. You are expected to pick up after said animal.
- ___ Any publicized events must have "This is not a Bourbonnais Township Park District Sponsored Event" in all publicity and advertisements.
- ___ Disorder among patrons may be cause for cancellation of a birthday party contract and cause for denial of future requests for birthday party bookings.
- ___ **The deposit shall be kept if cancellation is made less than 14 days prior to the party, party is a no-show, there is missing property or property damage, or the room is not left in the condition it was found, among others.**
- ___ **Refunds are made in accordance with the refund policy.**
- ___ Please be aware of forfeiture of security deposits due to unsupervised children. Additional charges may occur for damages.
- ___ Refunds for cancelations will be honored provided that applicant cancels 14 days prior to event.
- ___ **Party packages must be paid for in full 2 weeks prior to the party date. If payment is not received, the Bourbonnais Township Park District reserves the right to cancel your party, resulting in a loss of deposit.**
- ___ **Party extras may be paid the day of the party, but can only be paid by cash or credit card. Checks will not be accepted.**
- ___ Deposits may be refunded within 3 to 4 weeks as long as there were no damages or additional fees.

Applicant Signature: _____ Date: _____

BTPD Staff Signature: _____ Date: _____