



# OVERNIGHT CONTRACT – EXPLORATION STATION

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

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

Physical Address: \_\_\_\_\_  
Street City Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work/other Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Overnight Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Party Room: \_\_\_\_\_

Approved Activity: \_\_\_\_\_ Meal Choice: Breakfast Dinner

Party Colors: \_\_\_\_\_ Theme: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Cupcakes: White Chocolate ½ & ½ Birthday Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

THESE OVERNIGHT PACKAGES INCLUDE 12 HOURS IN THE MUSEUM, ADMISSION FOR UP TO 15 CHILDREN & 5 ADULT CHAPERONES, AND FREE ANIMAL ROOM ADMISSION

<u>Chosen packages or extras</u>	<u>Fee:</u>	<u>Fee per addl. child/adult</u>	<u>TOTAL FEE</u>
<b>Basic Overnight</b>	\$350.00	\$10.00/\$5.00	
<b>Activity Filled Overnight -</b> Includes supplies for an approved activity or badge requirement.	\$400.00	\$12.00/\$5.00	
<b>Dinner and Overnight or Breakfast and Overnight –</b> Dinner includes 1 slice of pizza, 1 individual serving bag of potato chips, and 1 Capri Sun per person. Breakfast includes 2 donuts and an individual serving of milk or orange juice per person. Plates, cups, and napkins also included.	\$425.00	\$15.00/\$8.00	
<b>The Works Overnight –</b> Includes amenities from both the Activity Filled Overnight and the Dinner and Overnight or Breakfast and Overnight.	\$450.00	\$15.00/\$8.00	
EXTRAS			
Birthday Trimmings – Includes lined tables, cupcakes, ice-cream cups, juice drink, balloons, streamers, paper products, plastic ware, & invitations.	\$3.00/person		
Face Painting	\$20.00 per hour		
Favor Bags	\$2.25 each	X _____ =	
Bamboo Visit	\$25.00		
Additional Invitations	\$.50 each	X _____ =	
Additional 16" one-topping pizzas	\$12.00 each	X _____ =	
Extra Hour	\$50.00		
Miscellaneous Extras:		X _____ =	
Late Booking Fee (less than 14 days prior)	\$25.00		
<b>Refundable Service/clean-up deposit</b>	<b>50% of total overnight fees (\$75 minimum)</b>		
<b>TOTAL FEES DUE</b>			

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: \_\_\_\_\_



**Bourbonnais Township**  
 PARK DISTRICT

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 museum at your scheduled overnight 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.**
- \_\_\_ **Overnights must have one adult chaperone over the age of 21 for every 5 children. Any overnight 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 Commissioners. Gambling and betting are 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 an overnight contract and cause for denial of future requests for overnight bookings.
- \_\_\_ **The deposit shall be kept if cancellation is made less than 14 days prior to the overnight, overnight 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.
- \_\_\_ **Overnight packages must be paid for in full 2 weeks prior to the overnight date. If payment is not received, the Bourbonnais Township Park District reserves the right to cancel your overnight, resulting in a loss of deposit.**
- \_\_\_ **Overnight extras may be paid the evening of the overnight, 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: \_\_\_\_\_