

# Birthday Party Request & Agreement

930 N. River Road, North Aurora, Illinois • Phone: 630-897-1808 • [foxvalleyparkdistrict.org](http://foxvalleyparkdistrict.org)

## Event Information:

Requested Date: \_\_\_\_\_ Time: \_\_\_\_\_

## Contact Information:

Contacts Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Contact's Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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

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

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

Emergency Contract Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Event Details:

Birthday Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Expected Number of Guests: Adult \_\_\_\_\_ Children \_\_\_\_\_ Total \_\_\_\_\_

## Additional Comments:

\_\_\_\_\_  
 \_\_\_\_\_

	Resident*	Non-Resident			Total
Standard Package	\$150	\$175			
Additional Time	\$25 per 30 min.				
Additional Children	\$15 per child				
After Hours	\$50 per hour				
Additional Items	Rate	Quantity			Total
Private Facility Rental (30 min.)	\$50	Flat Rate			
Fire Pit (1 Bundle of Firewood included)	\$50	Flat Rate			
Additional Firewood Bundles	\$5				

\*\*Any reservation time outside of Red Oak Nature Center's regular operating hours is considered after hours. An additional \$50/hour fee applies.

<b>Subtotal</b>	
<b>Total</b>	
*To qualify for the resident/in-district rate, the renter must reside in Aurora, Montgomery, North Aurora or Sugar Grove.	



### Animal Ambassador Choices:

Please rank your top 3 choices of animal preference. 1 animal will be included in your party package. Animals Subject to Change.

- Tortoise    Box Turtle    Snake
- Madagascar Hissing Cockroach
- Bearded Dragon
- Giant Millipedes
- Tarantula

# Facility Rental Regulations



930 N. River Road, North Aurora, Illinois • Phone: 630-897-1808 • [foxvalleyparkdistrict.org](http://foxvalleyparkdistrict.org)

## DEPOSIT & PAYMENT

- Payment is due in full to reserve your party date. Payments can be made by cash, check (made payable to Fox Valley Park District) or most major credit/debit cards.

## CANCELATIONS & REFUNDS:

- 100% refunds are given if the party is cancelled more than 7 days in advance.
- Parties cancelled less than 7 days notice incur a \$65 cancellation fee. the rest of their balance is refunded.

## FACILITY USE:

- A renter is responsible to see that all activities are properly controlled and supervised.
- The Renter shall be completely responsible for the behavior of all guests attending the event and for their prompt departure at the end of the stated facility use.
- No minor (under 18 years of age) will be permitted to use the building unless an adult supervisor is present during the entire rental.
- Adequate adult chaperones must be provided for guests less than eighteen years of age (one chaperone per every ten minors).
- An individual using the building will be expected to stay in the immediate area of the room they are renting.
- Alcohol is prohibited in any park district facility or property unless authorized by permit, including parking lots.
- No person shall enter or remain on Park District property in an intoxicated condition.
- Smoking is prohibited in all park district facilities and in all parks or other areas owned or operated by or otherwise under the jurisdiction of the park district.
- Rice, confetti, or similar materials are not allowed inside or outside of the facility at any time.
- Lighted candles or open flames (with the exception of sterno cups) is prohibited.
- Please keep noise to a minimum. Renter may be asked to reduce noise level at our discretion. If compliance is not met, renter violates agreement of contract and may be asked to leave and lose future rental privileges and deposit.
- Renters are responsible for providing their own decorations & supplies not outlined in this contract.
- When renting the fire pit, one bundle with firewood is included with the reservation and includes an hour of use. Additional time can be added. The renter is required to notify staff when they are done so the fire can be put out properly.
- Unattended fires or those using the fire pit in an unsafe manner, will be put out and closed off immediately without refund. The parking lot for the Red Oak Nature Center also services the Fox River Trail and cannot be exclusively used for a facility reservation.
- Masking or painters tape is allowed for decorating. Damage fees may apply if excessive paint or wall damage is found.

## FOOD AND BEVERAGE:

- Renters may provide their own food and beverages, or they may utilize professional caterers for their event. Professional caterers must provide their Health Department License and applicable insurance prior to the event date. Vendors that are unable to provide these documents will not be permitted.
- Renters are responsible for providing their catering, linens, dishes and catering supplies. Any equipment or decorations brought on site must be delivered and picked up within your reservation time.

## FAQ:

- Full payment is due within 48 hours of booking your birthday party reservation.
- The party will begin and end at the times specified. Please have your guests arrive at least 15 minutes prior.
- Final guest count must be confirmed one week prior to the party date. No refunds or last minute cancellations for "no shows".

- Parties may be rescheduled based on availability. There is a \$65 service charge on all cancellations received prior to 7 days before the party date.
- At least one parent must be in attendance for the duration of the party.
- There is an additional \$25 fee for each half hour after wrap-up time.
- The Nature Center will provide goodie bags and a special gift for the birthday child.
- Name tags help facilitate the program. Please provide them to your guests.
- It is a good idea to have all the children's parents' phone numbers in case of emergency.
- Refrigeration for food is not available.
- If you have any questions about your reservation, please call us at 630-897-1808, or email us at [roprograms@fvpd.net](mailto:roprograms@fvpd.net).

## VENDORS:

- Please list all vendors that you will be using during your event. All vendors used for your event need to be submitted to Red Oak Nature Center 14 days prior to event to determine insurance requirements. Vendors such as, but not limited to, caterers, performers, equipment rentals will need to provide a certificate of insurance listing the Fox Valley Park District as an additional insured.

Entertainment: \_\_\_\_\_

Party Equipment: \_\_\_\_\_

## SET UP AND CLEAN UP:

- Fees include set up of tables and chairs.
- The Fox Valley Park District will provide the following equipment with facility reservation:
  - o Chairs/Tables up to the maximum capacity for the room
  - o Garbage cans
- Renter is responsible for leaving the facility in the same condition it was found.
- Renter is required to place all trash in containers provided.
- Renters must remove all decorations and place them in the appropriate provided trash receptacles. This includes removal of all tape and hanging materials.
- The facility attendant will be provided a checklist to determine the cleanliness of the facility at the completion of the rental. Failure to comply will result in loss of deposit.
- Nothing may be stored on site without prior approval of the facility manager, additional fees will apply.

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PARTY

\_\_\_\_\_  
DATE

FOX VALLEY PARK DISTRICT  
**Waiver of Liability**



930 N. River Road, North Aurora, Illinois • Phone: 630-897-1808 • [foxvalleyparkdistrict.org](http://foxvalleyparkdistrict.org)

**WAIVER OF LIABILITY AND RELEASE OF CLAIMS**

For consideration of use of Fox Valley Park District property for a special use event, I recognize and acknowledge that there may be certain risks of personal injury and property loss arising from the event and I agree to assume the full risk of any injuries, including death, loss or damage of property from conducting the event.

I agree to waive and relinquish all claims I may have as a result of hosting the event.

I do hereby fully release and discharge the Fox Valley Park District and its Commissioners, agents, servants and employees from any and all claims from injuries, including death, damage or loss which may occur to participants through activities of conducting the event.

District reserves the right to require certificate of insurance for any event that increases the district's liability. If required the User shall provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the dates(s) and nature of the event no later than twenty-one (21) days prior to the event. If alcoholic beverages are being served or consumed, User must also provide proof of Dram Shop and Liquor Liability insurance. User's insurance shall be primary insurance as respects the District. Any insurance or self-insurance maintained by the District shall be excess of user's insurance and shall not contribute with it.

User's insurer shall agree to waive all rights of subrogation against the District.

District does not assume any liability for property damaged, lost or stolen on the District premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the District from any and all losses, claims, suits or judgement or damages that user might sustain as a result of any and all activities connected with or associated with this Agreement.

I have read and fully understand the above details and Waiver and Release of all claims.

\_\_\_\_\_  
PRINT NAME OF RESPONSIBLE PARTY

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PARTY

\_\_\_\_\_  
NAME OF ORGANIZATION (IF APPLICABLE)

\_\_\_\_\_  
DATE