

Indoor Playground Birthday Party Agreement Sheet (Ages 5 & under)

Reservation Information:

- Reservations can be completed online (www.pdop.org) or in-person at: the Gymnastics & Recreation Center or the Administration Office (218 Madison Street).
- The reservation fee for the party is \$330 - residents and \$350 - non-residents. This includes a party for a maximum of 16 children including the birthday child, for a maximum of 2 hours of use.-
- Total party numbers must be finalized 1 week prior to the event to help assist our staff with collecting the correct number of waiver signatures from guests upon their arrival and use of the Indoor Playground equipment.
- Full payment must be paid at the time of booking. Party is not scheduled or reserved until full payment is received.
- Cancellation must occur 2 weeks prior to the event to receive a refund of half the party's cost. A 50% surcharge has been placed. With less than 2 weeks prior to the party, no refund is available.
- Rescheduling must occur 2 weeks prior to the event. Due to limited space and time, there are no rescheduling guarantees. With less than 2 weeks prior to the party, no rescheduling is available.
- This signed Birthday Party Agreement Sheet must be completed at the time of booking.
- For any child to participate in the Indoor Playground room, our general Indoor Playground Participant Waiver must be signed for each child by the parent or guardian of that participant upon arrival. No party participant may enter the Indoor Playground area or participate without a parent or guardian signature. The waivers are provided to you at the time of booking to review; however, signatures are collected the day of your party by the party attendant on duty. Verbal consent will not be considered.

Party Details & Format:

- Birthday child MUST be turning 1, 2, 3, 4 or 5 years old.
- While children are in the playground area it is the adult attendee's responsibility to monitor the safety and play of the children in the designated equipment area.
- The party attendant will help you set up/take down/clean up, etc.; however, are not in charge of leading a group of children or monitoring children in the play area – that is the adult attendees' responsibility.

Food/ Drink Policies:

- The host is responsible for providing party food, drink, cake, decorations, tablecloths, silverware, utensils, and tableware.
- Absolutely NO ALCOHOL allowed at the party or on Park District premises.

- Be aware of your party participants' food allergies. It is the host parents' responsibility to provide the appropriate food.
- Hosts are encouraged to set up and decorate the Party Room 15 minutes prior to the party and/or while kids are in the playground area with attending adults. Tape is NOT allowed to be used to decorate. A sticky tack is the only acceptable adhesive to decorate the party room.
- If music is played in the party room, the volume must be kept low.
- After the party room festivities, all party children must wait in the building for their parent or guardian to pick-up him or her if not already in attendance.
- The party's host parent is responsible for all attending children at the party. The host parents must wait until all the party children have been safely picked up.

Playground Safety Rules:

- Adult party attendees are responsible for the safety and well-being of the children in the playground area. There must always be an adult in the room. The party attendant is there to assist when needed but is not responsible for always monitoring the room.
- No food or drink is allowed in the playground area.
- Shoes must be taken off; socks must be worn.
- Children must listen and follow directions and safety instructions given by the adult attendees monitoring the room.
- Wear appropriate clothing. Do not wear oversized or loose-fitting clothing, zippers, buttons, jewelry, buckles, skirts or skorts.
- If a child exhibits inappropriate verbal or physical behavior that compromises their safety or that of another child, they will be dismissed from the playground area.

I have read, understand, and agree with all the above reservation information, party details & format, food, drink & party room policies and playground safety rules.

Signature: _____

Date: _____