



BIRTHDAY PARTY RENTALS

Permit # _____

Adult's Name: _____ # Of Children Attending: _____
 Birthday Child's Name: _____ Age: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____ Email: _____
 Date of Party: _____ 2 Hour Preferred Time Frame: _____

Choose from these fun party themes!

Please place a check mark by the party of your choice:

- Superheroes
- Princesses
- Sports or Gymnastics Stars
- Down on the Farm
- Movie Mania
- Mario & Friends
- Spa Day
- Wizarding World
- Crafty Kids
- Karate
- Baby Shark
- Create your own! _____

Standard 2-hour room rental with a facility attendant \$140 R/\$150 NR

***Gym and activity room usage will need approval from our Facility Rental Coordinator. Activity room capacity is 60 and gym capacity is 75.**

Additional Features:

- Theme Decorations- \$70 (includes decorated party room)
- Pizza and beverages for up to 12 people- \$50 (\$6 per person over 12 guests)
- Cake or Cupcakes- \$45

Cake Choices

Cake: Chocolate or Yellow

Frosting: Chocolate or White

Message on Cake (please print legibly): _____

Total Amount: _____

Staff	
Deposit: _____	Date Paid: _____
(\$100 security deposit required) Refunded: _____	
Rental Fee: _____	Date Paid: _____

RENTAL CONDITIONS: Renter hereby agrees to read, understand and adhere to all rental conditions. If any rental conditions are not adhered to the Butterfield Park District has the authority to withhold the security deposit or cancel the event at our discretion:

1. Rental Agreements must be completed in full and signed by an adult (21 years or older) who assumes responsibility for the group, agrees to pay for any damages to Park District property that occurs by guests, is responsible for any of the guests' actions and **MUST BE PRESENT DURING THE ENTIRE DURATION OF THE RENTAL.** Initials _____
2. All rentals need to be reserved at least two weeks prior to the rental date. Note: Rentals are processed on a first-come, first served basis. Initials _____
3. Rental area will be left as clean as it was prior to the rental. Deposit will be retained for excessive clean-up cost. Initials _____
4. No other facilities or property will be used other than that which is agreed upon in writing and paid for in advance. Initials _____
5. NO SMOKING OF ANY KIND, VAPING OR CHEWING TOBACCO is allowed on or inside of any Park District property. Initials _____
6. NO ALCOHOL shall be brought into or consumed on any Park District property. If this is violated, the rental will immediately cease, area will be cleaned, and property vacated. Sheriff's office will be called to assist if needed. Initials _____
7. Depending upon nature of the activity, individuals/groups may be required to submit certificate of insurance with the Butterfield Park District named as additionally insured for not less than \$1,000,000 per occurrence. Initials _____
8. Renter will arrive to set up no earlier than a half hour before the time stated and leave premises no later than the ending time stated. Initials _____
9. FEES MUST BE PAID IN FULL AT THE TIME OF RESERVATION. Rentals will be reserved when payment is made. Initials _____

_____	_____
Signature	Date
_____	_____
Office Personnel	Date

CASH	CHECK	VISA	MASTERCARD	DISCOVER
CARD # _____				
EXP DATE _____				
V-CODE _____				
SIGNATURE _____				