



BIRTHDAY PARTY CONTRACT EXPLORATION STATION

1095 W. Perry St.
Bourbonnais, IL 60914
815-933-9905, option 3
FAX: 815-933-5468

I, _____, agree to pay the **total facility fees** (including the \$100 reservation fee) of \$_____ on _____ (booking date) in order to reserve the facility for my party. I understand that if that balance is not paid in full on or before this date my party reservation request will be cancelled.

Signature

Date

Name: _____

Address: _____
Street City State Zip Code

Phone: _____ E-mail Address: _____ Fax: _____

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

Expected Attendance: _____ Birthday Child's Name: _____

<u>Chosen packages or extras</u>	<u>Fees: Member / Non-Member</u>	<u>Fee per addl. quest</u>	<u>Fee per addl. hour</u>	<u>TOTAL FEE</u>
Birthday Party: INCLUDES THE PARTY ROOM FOR 2 HOURS AND EXPLORING TIME IN THE MUSEUM during open public hours, UP TO 25 GUESTS total (ADULTS & CHILDREN), 4 TABLES (each sit 6 people) & AN EXTRA HEAD TABLE *Total fees include a \$100 non-refundable reservation fee which must be paid at time of booking Birthday Child receives free admission coupon for a return visit.	\$300 / \$325			\$
		\$10.00 X _____		\$
			\$60.00 X _____ hrs	\$
Private Party: INCLUDES THE PARTY ROOM AND MUSEUM TO YOURSELF FOR 3 HOURS during non-operational hours, UP TO 50 GUESTS total (ADULTS & CHILDREN), 6 TABLES (each sit 8 people) *Total fees include a \$100 non-refundable reservation fee which must be paid at time of booking Birthday Child receives free admission coupon for a return visit.	\$525 / \$550			\$
		\$10.00 X _____		\$
			\$80.00 X _____ hrs	\$
EXTRAS & ADD-ONS				
Add-on: Stuffed Animal 16 inch \$13 / 8 inch \$8 (birthday child receives a free animal with a minimum purchase of 10 animals)		\$13 / \$8 X _____ =		\$
Mickey Minnie (circle 1 or both) \$60 per character - 20 minute visit & photo op		\$60 X _____ =		\$
Elmo Cookie Monster (circle 1 or both) \$60 per character - 20 minute visit & photo op		\$60 X _____ =		\$
Chase Marshall (circle 1 or both) \$60 per character - 20 minute visit & photo op		\$60 X _____ =		\$
Nonrefundable Late Booking/Change Fee – (less than 14 days prior) *1 week limit*		\$50.00		\$
TOTAL FACILITY FEES DUE				\$

Applicant Signature _____

Date _____

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

Cardholder's Signature: _____ Exp. Date: _____ Verification PIN _____

FOR OFFICE USE ONLY: Reservation #: _____ HH#: _____

Date Reservation Fee paid: _____ Amount Paid: _____ Clerk: _____ Cash Check # _____ Credit Card Receipt#: _____

Date Balance Paid: _____ Amount Paid: _____ Clerk: _____ Cash Check # _____ Credit Card Receipt#: _____

Date Total/Final fees paid: _____ **Total/Final Amount Paid:** _____ Additional Comments: _____

By signing, applicant agrees they have read and will abide by ALL the requirements listed and described below. Please review all items:



- Initial* _____ • **All party guests are required to sign in at the front desk upon arrival and immediately put on the provided wrist band.**
- Initial* _____ • **All TOTAL FEES must be paid in full and this contract must be completed, signed, and submitted to the Exploration Station at least 14 days prior to the desired party date in order to reserve a party spot.**

 - **The applicant must provide the final estimated headcount, including any additional guests, in this contract upon submission in order to reserve the facility space.**
- Initial* _____ • **I understand that I am responsible for paying for all extra guests not included in the package.** If I choose not to personally pay for extra guests, I must collect the \$10 fee from each extra guest to submit as payment. The Exploration Station is not responsible for collecting those fees directly from the extra guests.
- Initial* _____ • Access to the party room is allowed no more than **20 minutes prior** to the scheduled time of the party.
- Initial* _____ • **Reservations for parties must be made at least 14 days prior to the planned party date.** Applicants can reserve a party slot **up to 7 days prior to the party date for an additional \$50 late booking fee. No parties may be booked or reserved within 7 days of the desired party date.**
- Initial* _____ • **The \$100 non-refundable reservation fee will be kept for cancellations, or if the group is a no-show.**
- Initial* _____ • Refunds for cancellations will be honored provided that the applicant cancels up to 14 days prior to the event. Refund will not include the \$100 reservation fee. **Cancellation within 14 days of the party date, or no-shows, will not permit a refund of any amount.**
- Initial* _____ • **Disorder among patrons may be cause for cancellation of this party contract and cause for denial of future requests for party bookings.**
- Initial* _____ • Additional charges may occur for damages due to unsupervised children.

 - Applicant must be at least 21 years of age.
- Initial* _____ • Parties must have one adult chaperone over the age of 18 for every 5 children. The person booking the party is responsible for assuring all children within party are adequately supervised. **Any party or group which does not have adequate supervision or fails to maintain discipline will be required to leave without a refund.**
- Initial* _____ • **No alcohol is permitted anywhere on or in facility property. Noncompliance is cause for contract cancellation and denial of future requests for party bookings.**

 - Exploration Station staff is not permitted to handle your money or accept food deliveries on your behalf.
- Initial* _____ • 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.
- Initial* _____ • **The use of the stove and oven in the kitchen is prohibited,** you may use the fridge or heat up food via the provided microwave or personal food warming appliances.
- Initial* _____ • NO food or drink, including water, are permitted in the facility's play area.

 - Trash and recycling must be disposed of in appropriate containers provided by BTPD.
- Initial* _____ • Sparklers and other fireworks are not permitted anywhere on facility property.
- Initial* _____ • **Hanging items from the ceilings or walls (via tape, tacks, command strips, nails, etc.) is NOT permitted.**
- Initial* _____ • **No smoking** is allowed inside buildings or on the Perry Farm Park grounds.
- Initial* _____ • **No use or possession of alcohol, any drugs, or controlled substances is permitted** anywhere on or in facility property.
- Initial* _____ • **If applicable, (I) (We), agree to wash, clean and put away all dishes, clean tables, chairs and, bag all garbage and/or restore the facility to its prior condition, ordinary wear and tear accepted.**

 - No driving or parking on grass or sidewalks unless approved by authorized BTPD staff. Violators may be towed at owner's expense.
 - All activities are subject to approved ordinances and policies of the Bourbonnais Township Park District.
- Initial* _____ • Persons booking a party must be at least 21 years of age. Proof of ID is required at time of booking.

 - 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 is not permitted. Approval requires 90 day notice.
- Initial* _____ • Sound equipment, D.J.'s, and bands are allowed only if approved by authorized BTPD staff prior to event.

 - Animals are not allowed inside any BTPD facilities. Animals are allowed at any BTPD park, provided said animal is leashed. It is expected that dog walkers pick up after said animal. Service animals are allowed inside the facilities.
 - Any publicized events must have "This is not a Bourbonnais Township Park District Sponsored Event" in all publicity and advertisements.

Applicant Signature: _____

Date: _____

BTPD Staff Signature: _____

Date: _____



Bourbonnais Township Park District Facility Use Agreement

(I) (We), the undersigned lessee(s) agree to lease the following facility of the Bourbonnais Township Park District (hereinafter "BTPD"), Exploration Station, 1095 W. Perry St., Bourbonnais, IL 60914.

Date(s): _____ Activity: Birthday Party / Private Party Expected Attendance: _____

Total Facility Fee: \$ _____, plus non-refundable Reservation Fee; \$ 100.00 Total: \$ _____

RECITALS

- A. As used in this Agreement, "BTPD" includes its officers, officials, agents, employees and volunteers.
- B. As used in this Agreement, "premises" and "facilities" includes all leased facilities and common areas, including but not limited to parking facilities, restrooms, walkways, hallways, etc.

NOW, THEREFORE, in consideration of the recitals and representations herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. The Lessee(s) shall not enter, occupy or use this listed facility until the time(s) and date(s) specified above.
2. The Lessee(s) shall vacate the facility at the time(s) and date(s) indicated above or be charged a pro-rate amount for every one-half (1/2) of overtime use.
3. The Lessee(s) shall remit the full balance due for the rental of said facility upon reserving of said facility/property and immediately upon termination of rental period.
4. Lessee(s) shall be responsible for and will pay for any damage to BTPD property arising out of the use of the said facility pursuant to this Agreement, ordinary wear and tear excepted.
5. That the BTPD does not assume any liability for property loss or stolen on the BTPD premises, or for personal injuries sustained on the premises during Lessee(s) use of the premises and Lessee(s) hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that Lessee(s) may sustain as a result of this Agreement. Lessee(s) further agrees to waive and release the BTPD from any and all losses, claims, suits or judgments or damages that Lessee(s) might sustain as a result of any and all activities connected with or associated with this Agreement.
6. That no BTPD equipment or property shall be removed from the premises without permission of the BTPD Executive Director.
7. That, unless otherwise permitted, no beer, liquor or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the BTPD under this Agreement. Additional forms and charges apply for use of alcoholic beverages. All alcohol permits are subject to approval of the BTPD Executive Director. An additional deposit is required for all rentals with alcohol use.
8. If applicable, (I) (We), agree to wash, clean and put away all dishes, clean tables, chairs and, bag all garbage and/or restore the facility to its prior condition, ordinary wear and tear accepted.
9. Lessee(s) shall be responsible for inspecting the facility subject to this Agreement prior to each use and shall be responsible for bringing to the BTPD's attention any potential dangers, safety hazards or problems.
10. Lessee(s) is solely responsible for providing any and all supervision at all times during Lessee(s) use of any facility, including but not limited to the leased facility, and all common areas. Further, Lessee(s) shall be responsible for ensuring that Lessee's guests and invitees comply with all applicable rules and regulations pertaining to use of BTPD facilities. Lessee(s) must be over the age of 21. Groups with youths under 18 years of age must be chaperoned by adults over the age of 21. One adult to every 10 children is required.
11. Lessee(s) shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement. Lessee's misuse of facility privileges (including misuse by any member of Lessee's group) may result in denial of future rental requests by Lessee(s).
12. That this agreement for lease of the BTPD facility will not be entered into by the BTPD unless said Agreement is signed and delivered to the Office of the BTPD at the above address with appropriate security deposit.

13. That either party hereto may cancel this Agreement by delivery of written notice to the other party at least two (2) weeks prior to the scheduled hour as hereinbefore designated. If this Agreement is so canceled, Lessee(s) will not be required to pay the fee hereinbefore designated. The security deposit will be forfeited in all other circumstances whether or not the premises are used by Lessee(s).
14. It is fully understood and agreed by the parties that the Lessee(s) guarantees to defend, indemnify and hold harmless the BTPD, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.
15. N/A If applicable, Lessee(s) shall keep in force, to the satisfaction of the BTPD, at all times relevant hereto, liquor liability, general liability and bodily injury insurance in amounts of \$1,000,000.00 for each person and each occurrence, and property damage insurance in amounts of \$1,000,000.00 for each occurrence and aggregate total. The Lessee(s) agrees that before the covered function(s) may commence on BTPD property/facility, the Lessee(s) shall furnish Certificates of Insurance for the insurance coverage required herein, naming the BTPD as an additional insured.
 Proof of insurance must be provided 14 days prior to the event.
 The insurance shall contain no special limitation on the scope of protection afforded the BTPD and shall contain a "contractual liability" clause.
 Lessee's insurance shall be primary insurance as respects the BTPD. Any insurance or self-insurance maintained by the BTPD shall be in excess of Lessee's insurance and shall not contribute with it.
 Lessee's insurer shall agree to waive all rights of subrogation against the BTPD.
 Before this Agreement goes into effect, Lessee(s) shall deliver to the BTPD a Certificate of Insurance satisfactory to the BTPD.
16. Lessee(s) shall comply with any and all applicable facility rules and regulations, ordinances and permit procedures.
17. This Agreement may not be assigned by Lessee(s) without the BTPD's prior written consent.
18. This Agreement represents the entire understanding between the parties. This Agreement may be modified or altered only by further agreement in writing between the parties.
19. Interpretation of this Agreement shall be governed by the laws of the State of Illinois.

The following facilities/property are available for lease: Exploration Station

All facilities close at 5pm Equipment required: none

Lessee/Organization Name (Please Print): _____

Address _____

Signature _____ **Date** _____
 (Lessee or a duly authorized representative)

Bourbonnais Township Park District Staff Signature: _____

Title _____ **Date** _____

Please make checks payable to the B.T.P.D.
Mail to: Exploration Station 1095 West Perry Street, Bourbonnais IL 60914