



Park District Of Oak Park

Submit Application To:
Michaela.Williams@pdop.org

PARK DISTRICT
OF OAK PARK

JUST DANCE PARTY APPLICATION

INSTRUCTIONS: Applicants should complete and submit this form and full payment at least 2 weeks prior to the date requested. Applicants can expect to receive a response regarding applications within 4 business days. Once booked, a copy of the party receipt will be sent via e-mail.

APPLICANT INFORMATION

CONTACT LAST NAME		CONTACT FIRST NAME	
STREET ADDRESS		CITY	ZIP
PRIMARY PHONE NUMBER		E-MAIL ADDRESS	

PARTY REQUESTED (Please Circle)

Date (1st Choice): _____ Time: _____		Date (2nd Choice): _____ Time: _____	
<p>Youth Dance Party Ages 2-15 \$250R/\$270NR 15 Children* <i>Available Year Round</i></p> <p>2 Hours Times and Location are variable based on availability.</p> <p>RCRC or Stevenson Center most likely</p> <p>*Max 5 Children (\$10 each over included 15)</p>	<p>Approx. 50 minutes of choreography/dance instruction (customer can choose song they would like to learn choreography for)</p> <p>Approx. 40 minutes of food/presents etc</p> <p>Approx. 30 minutes of dance games and a quick performance for when parents pick up</p> <p>Includes: Party leader, choreography, dance games, 2 medium cheese pizzas, forks, napkins plates and juice boxes.</p>	<p>Adult Dance Party Perfect for Bachelorette Parties, Weddings, etc... \$190R/\$210NR 15 Adults* <i>Available Year Round</i></p> <p>90 minutes Times and Location are variable based on availability.</p> <p>Cheney Mansion most likely</p> <p>*Max 30 Adults (\$10 each over included 15)</p>	<p>Approx. 50 minutes of choreography/dance instruction (customer can choose song they would like to learn choreography for)</p> <p>Approx. 40 minutes of food and wine</p> <p>Includes: Party leader, choreography, snacks and wine, plates, cups and music</p>

PARTY INFORMATION

Total Number of Participants: _____ Do any participants have special needs? Yes No

Any amount over the included number incurs a \$10 fee per person (do not exceed max listed per party)

Honorary Participant: _____ Gender: _____

Additional Notes/Requests:

FOR OFFICE USE ONLY

Received by: _____ on: _____ at: _____ Household #: _____ Reservation #: _____ Confirmation Sent: _____

(Initials) (Date) (Time) (Date)

Notes: On Additional Info: Clear any Reservation ID, Assign Reservation and Reserver Type, Assign R&R Letter: PRTYDAN, Attendant = Yes. On fees screen, use BILLCODE: PRDAN, Additional child BILLCODE: PRDAC if needed, Clear Deposit for rental and process



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PARK DISTRICT
OF OAK PARK

DANCE PARTY APPLICATION

Submit Application To:
Genevieve.Garcia@pdop.org
(GRC) 21 Lake St. or (RCRC) 415 Lake St.
Oak Park, IL 60302
(708) 725-2301 (fax)

RESERVATION RULES AND REGULATIONS

Reservation/Payment Information:

Reservations can be made through fax, mail, email, or in person. No reservations are accepted over the phone. Full payment must be paid at time of booking. Party is not scheduled or reserved until full payment and this signed agreement sheet are received.

Party Prices:

YOUTH DANCE PARTY (Ages 3-15): \$250R/\$270NR for 15 people and 2 hours.

- Each additional child is \$10 (max of 5).

ADULT DANCE PARTY: \$190R/\$210NR for 15 adults and 90 minutes.

- Each additional adult is \$10 each (max of 15).

Total party number must be finalized the Monday prior to the event by noon. The total number of participants cannot increase after this time. Extra children/adults will NOT be allowed to participate the day of the event. Participants can be removed from the party up until 48 hours prior to the start of the party. For youth parties, all participants must turn in a waiver signed by their parent/guardian to party staff prior to joining in the party. Participants will not be allowed to take part without a signed waiver. Waivers are available on-line and will be available the day of the party. Hosts may not sign or vouch for another parent and verbal consent will not be considered.

Cancellations/Refunds Information:

No refunds are given within 48 hours of the day of the party if the total planned attendance is less than what has been paid. Refunds are not provided if participants choose not to or are unable to take part in the activities. Cancellations must occur at least 2 weeks prior to the event to receive a refund of half the cost of the party. Within two weeks prior to the event, no refund is available. All party cancellations incur a 50% of the party cost surcharge. 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.

Party Details & Format:

Guests are not allowed into party room until host arrives. For youth dance party, birthday child must be turning 2-15 years old. Participants must be within 2-17 years old. Participants younger or older than the party package may find the activities too easy or too challenging. Dance Party Leader(s) will escort only party children into the room for planned Dance activity. Parents and adults may observe from lobby only. Dance Party Leader(s) will assist the Party Room celebration according to plans discussed with host prior to the event.

Food, Drink & Party Room Policies:

There is a party room incidental charge of up to \$100.00 if damage occurs. Absolutely no alcohol is allowed at the party or on Park District premises. Food and drinks are allowed in the Party Room only. Only catered, prepackaged, delivered food is permissible, no homemade food allowed (only exception is the party dessert). Be aware of your party participants' food allergies. It is the responsibility of the host parent to provide the appropriate foods. Host is encouraged to set-up and to decorate the Party Room 15 minutes prior to the party. Tape is not allowed to be used to decorate. 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 and run by the Dance Party Leader. After the party room festivities, all party children must wait in the building for their parent or guardian to pick-up them up. The party's host parent is responsible for all attending children at the party. The host parent must wait until all party children have been safely picked up.

Room Safety Rules:

Only children/adults in the party with a signed waiver turned in may be allowed in the room. Children/Adults must listen and follow directions and safety instructions given by Dance Party Leader(s). No food, gum, or drinks in the party area. No jewelry allowed. If at any time a child/adult exhibits inappropriate verbal or physical behavior that compromises their safety or the safety of another child/adult or staff member, they will be dismissed from the party.

WAIVER (all parties have an additional agreement that must be completed)

By signing below, I agree to follow all Park District Rules & Regulations Governing Uses of Park Facilities and recognize that I am responsible for the actions of myself and my guests. To the extent permitted by law, my organization, representatives, guests, and I will indemnify, save, defend, and hold harmless the Park District, including its officers, officials, agents, volunteers, and employees (hereinafter referred to as "district") from and against any and all liabilities, obligations, claims, damages, penalties, cause of actions, costs and expenses (including reasonable attorney and paralegal fees) which the district may become obligated by reason of any accident, bodily injury, or death of person, civil or constitutional rights violation, or loss or damage to tangible property, arising directly or indirectly in connection with, or under, or as a result of this application process and permitted event. Should I or my guests fail to follow Park District rules and guidelines outlined in Park Code and/or the permit agreement, perform adequate clean-up, or if damage occurs to Park District property, I understand that I will be billed at full cost plus overhead for clean-up and repair. In addition, such failure may result in the denial of future approval for a park permit or the requirement of a deposit for future events.

Applicant Signature

Date

PAYMENT INFORMATION

Payment Method: Credit Card (Visa, Master Card, Discover, or AmEx) Check (#: _____) Total Payment: \$ _____

Account #: _____ - _____ - _____ Expiration Date: _____ / _____

Card Holder Name: _____ Card Holder Signature: _____

ATTENTION: DOWNLOAD FILE AND USE ADOBE READER TO SUBMIT ELECTRONICALLY.
If you do not have Adobe Reader on your computer, you will need to print the form out.