



**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 party balance of \$\_\_\_\_\_ on or before \_\_\_\_\_. I understand that if the balance is not paid on or before \_\_\_\_\_ my party reservation will be cancelled. Another nonrefundable reservation fee must be paid to re-reserve the party. I also understand that I must give a party headcount to the party coordinator by \_\_\_\_\_ and that headcount is the **minimum** number of guests of which I will be responsible for payment.

\_\_\_\_\_  
Signature Date

Name: \_\_\_\_\_

Best way to contact: phone:  home  cell  
 work or  e-mail

Physical Address: \_\_\_\_\_

Street City Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work/other Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Party Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Party Room: \_\_\_\_\_

Party Colors: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_ Cupcakes: White Chocolate 1/2 & 1/2

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

<u>Chosen packages or extras</u>	<u>Fees: Member/ Non-Member</u>	<u>Fee per addl. guest</u>	<u>TOTAL FEE</u>
<b>No Frills</b> -THIS PACKAGES INCLUDES 1 1/2 HOURS IN THE PARTY ROOM, ADMISSION FOR UP TO 20 GUESTS (ADULTS & CHILDREN), PLUS THE BIRTHDAY CHILD, AND UNLIMITED PLAYTIME IN THE MUSEUM. *Package fees include a \$25 nonrefundable reservation fee which must be paid at time of booking	\$175/\$200		
		\$4.00 X_____	
<b>After Hours Party</b> - THIS PACKAGE INCLUDES THE PARTY ROOM AND MUSEUM TO YOURSELF FOR 3 HOURS FOR 20 GUESTS (ADULTS & CHILDREN) , PLUS THE BIRTHDAY CHILD. *Package fees include a \$25 nonrefundable reservation fee which must be paid at time of booking	\$350/\$375		
		\$5.00 X_____	
<b>EXTRAS</b>			
Birthday Trimmings for up to (20) guests - Includes cupcakes, juice drink, lined tables, balloons, streamers, napkins, invitations (20), and the birthday child's name on our marquee.	\$50.00	\$2.50 X_____ =	
Additional Birthday Child	\$5.00		
Face Painting	\$20.00		
Smash Cake	\$7.00		
Additional Invitations	\$.50 each	X_____ =	
Pizza Deal - 3 16" one-topping pizzas-----Delivery Time: _____	\$38.00	X_____ =	
Additional 16" one-topping pizzas	\$14.00	X_____ =	
Extra Hour	\$40/\$50	X_____ =	
Miscellaneous Extras:		X_____ =	
Nonrefundable Late Booking/Change Fee - (less than 14 days prior)	\$25.00		
<b>TOTAL FEES DUE</b>			

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#: \_\_\_\_\_

Additional Comments \_\_\_\_\_



By signing, applicant agrees they have read and will abide by the requirements listed and described below.

Please review all items:

- Guests are required to sign in at the front desk upon arrival.
- **Food and drink are not permitted in the museum play area.**
- Museum staff is not permitted to handle your money or accept food deliveries on your behalf.
- 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.**
- **Hanging items from the ceilings or walls is not permitted.**
- **Sparklers and other fireworks are not permitted in the museum.**
- Trash and recycling must be disposed of in appropriate containers provided by BTPD.
- **Access to the party room is not allowed before your scheduled time.**
- I understand if the number of guests increases and I do not notify the BTPD, there may not be enough supplies for all guests.
- **I understand that if not all guests show up, I still have to pay for the number of guests I reserved with.**
- **I understand that I am responsible for paying for all extra guests not included in the package. If I choose not to pay for extra guests, I must collect that fee from those guests to submit as payment. The museum is not responsible for collecting those fees directly from the extra guests.**
- **Parties must have one adult chaperone over the age of 21 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.**
- **No smoking** is allowed inside buildings or within fifty feet of any entrance to building or playground areas.
- **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.
- 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.
- 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.
- Any publicized events must have "This is not a Bourbonnais Township Park District Sponsored Event" in all publicity and advertisements.
- Disorder among patrons may be cause for cancellation of a birthday party contract and cause for denial of future requests for birthday party bookings.
- Additional charges may occur for damages.
- Refunds for cancelations will be honored provided that applicant cancels 14 days prior to event. Refund will not include the \$25 nonrefundable reservation fee paid at time of booking.

**Party extras may be paid the day of the party, but can only be paid by cash or credit card. Checks will not be accepted.**

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...a children's museum, 1095 W. Perry St., Bourbonnais, IL 60914.

Date(s): \_\_\_\_\_ Activity: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Facility Fee: \$ \_\_\_\_\_, plus Nonrefundable Security Deposit Fee; \$ **25.00** 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: \_\_\_\_\_

All facilities close at \_\_\_\_\_ Equipment required: \_\_\_\_\_

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**