



# Rental and Birthday Party Package Request form

Office Use Only:	
Date Received:	_____
Time Received:	_____
Staff Initials:	_____
Circle:	R      NR

2195 N. Hicks Road • Palatine, IL • 847.202.5111 • falconrentals@palatineparks.org

## Contact Information -----

Applicant's Name / Organization: \_\_\_\_\_ Applicant Birthdate: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

*The main applicant must be at least 21 years of age (or 25 years of age with bar/beverage package) and be in attendance during the entire rental.*

## Event Information -----

Date Request: \_\_\_\_\_ Approximate Number of Attendees: \_\_\_\_\_

Hours Request: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

*Include set-up and clean-up time needed for the event. Security deposit of 50% of the cost of the rental is required.*

Please list any contractors you will be hiring below. All contractors must submit a certificate of liability **10 business days prior to the rental date** listing Palatine Park District as additionally insured. Certificates must be for \$1 million per occurrence.

**D.J.**             Yes             No            Name: \_\_\_\_\_

**Decorator**     Yes             No            Name: \_\_\_\_\_

**Entertainer**    Yes             No            Name: \_\_\_\_\_

**Caterer**         Yes             No            Name: \_\_\_\_\_

## Room Location Request -----

Golden Eagle                       Prairie Hawk                       Falcon Room                       Multi-Purpose Room  
*Half room; Max 60 people                      Half room; Max 60 people                      Full room; Max 120 people                      Max 30 people*

Gymnasium                       Whole Facility                       Kitchen (\$30 Flat Fee)  
*Full room; Max 300 people*

## Birthday Party Package Selection -----

Birthday Party Age Celebrating: \_\_\_\_\_

Gym Sports                       Gym Games & More                       Turf Sports                       Bubble Soccer  
*Age 6-13; Max 25                      Age 6-13; Max 15                      Age 6-13; Max 25                      Age 7-11; Min/Max 10/20*

Magic                       Balloon Animals                       Pee Wee Magic & Balloons                       Nerf Adventure  
*Age 4+; Max 25                      Age 3+; Max 25                      Age 1-3; Max 35                      Age 6-13; Max 25*

## Optional Services Available -----

Kitchen                       A/V Presentation Set-up                       Rental Kit                       Additional Room Rental Time  
*\$30 Flat Fee                      \$35 Flat Fee                      \$10 Flat Fee                      Rented at Hourly Rate*

White Plastic Table Skirting                       White Plastic Round Table Covers                       White Plastic Rectangular Table Covers  
*\$5 Each                      \$2.50 Each                      \$2 Each*