



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

Time 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 -----

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Golden Eagle<br><i>Half room; Max 60 people</i> | <input type="checkbox"/> Prairie Hawk<br><i>Half room; Max 60 people</i> | <input type="checkbox"/> Falcon Room<br><i>Full room; Max 120 people</i> | <input type="checkbox"/> Multi-Purpose Room<br><i>Max 30 people</i> |
| <input type="checkbox"/> Gymnasium<br><i>Full gym; Max 300 people</i>    | <input type="checkbox"/> Turf<br><i>Full turf; Max 300 people</i>        | <input type="checkbox"/> Whole Facility                                  | <input type="checkbox"/> Kitchen (\$30 Flat Fee)                    |

## Birthday Party Package Selection -----

Name of Birthday Party Child: \_\_\_\_\_ Age of Birthday Party Child: \_\_\_\_\_

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Gym Sports Party<br><i>Age 6-13; Max 20</i>                 | <input type="checkbox"/> Gym Games & More Party<br><i>Age 4-5; Max 15</i> | <input type="checkbox"/> Turf Sports Party<br><i>Age 6-13; Max 25</i>          | <input type="checkbox"/> Pee Wee Magic & Balloons Party<br><i>Age 1-3; Max 35</i> |
| <input type="checkbox"/> Magic Party<br><i>Age 4+; Max 35</i>                        | <input type="checkbox"/> Balloon Animals Party<br><i>Age 3+; Max 35</i>   | <input type="checkbox"/> Bubble Soccer Party<br><i>Age 7-11; Min/Max 10/20</i> | <input type="checkbox"/> Nerf Adventure Party<br><i>Age 4+; Min/Max 10/20</i>     |
| <input type="checkbox"/> Inflatable Obstacle Course Party<br><i>Age 2-10; Max 15</i> |   |  |   |

## Optional Services Available -----

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Kitchen<br><i>\$40 Flat Fee</i>                          | <input type="checkbox"/> A/V Presentation Set-up<br><i>\$45 Flat Fee</i>             | <input type="checkbox"/> Inflatable Obstacle Course<br><i>\$100 Flat Fee<br/>(50% Off with Birthday Party Package)</i> | <input type="checkbox"/> Additional Room Rental Time<br><i>Rented at Hourly Rate</i> |
| <input type="checkbox"/> Round Table Covers<br><i>\$2.50 Each (White Plastic)</i> | <input type="checkbox"/> Rectangular Table Covers<br><i>\$2 Each (White Plastic)</i> |  |  |