

EOLA COMMUNITY CENTER

Sports Party Request Form

Event Information

Requested Date _____ Sunday, 3:30-5 p.m.
 Birthday Child's Name _____ Child's Age _____

Contact Information

Contact's Name _____
 Contact's Address _____
 City _____ State _____ Zip _____
 Contact Phone Number _____ Cell Phone Number _____
 Email _____
 Emergency Contact Name _____ Phone Number _____

Event Details

Party Type	Price
<input type="checkbox"/> Basketball <input type="checkbox"/> Dodgeball <input type="checkbox"/> Flag Football <input type="checkbox"/> Floor Hockey <input type="checkbox"/> Soccer <input type="checkbox"/> Volleyball	<p>Resident:</p> <input type="checkbox"/> \$175 (up to 15 children) <input type="checkbox"/> \$10 each additional child* <p>Non-Resident:</p> <input type="checkbox"/> \$195 (up to 15 children) <input type="checkbox"/> \$13 each additional child* <p><i>*Maximum of 25 children</i></p>

Secure Your Reservation

To secure your reservation, you must return this completed Reservation Request Form to the Eola Community Center from desk, and make a \$100 deposit. This deposit will be applied to the cost of your party. Full payment is due no later than 14 days before your event. You can pay with cash, check or credit card at the facility, or you can pay by phone using your credit card by calling Eola Community Center at 630-851-8990.

Cancellations must be made at least 14 days prior to the event in order to receive the deposit refund, less a \$5 service charge. Any cancellation or reschedule made within 14 days of the event will result in a loss of deposit.

FOR OFFICE USE ONLY

Reservation has been booked in RecTrac
 \$100 deposit received
 STAFF INITIALS _____
 DATE _____



Eola Community Center
 555 S. Eola Road, Aurora 60504
 Phone 630-851-8990 • Fax 630-851-8572 • wherfunbegins.org



Sports Party FAQ's and Guidelines

Is the cost of the party in addition to the \$100 deposit?

No, the \$100 deposit is applied to the cost of the party. This \$100 deposit is due at the time you book your reservation, and the remaining balance is due no later than 14 days before your event.

Where are sports parties located, and what is included?

Parties feature a choice of basketball, dodgeball, flag football, floor hockey, soccer and volleyball. Drills and games will engage participants in a fun, yet safe, atmosphere. Instructors will lead activities to ensure participation.

What activities are included in the party?

Parties feature obstacle courses, stations, games and physical activities which will engage participants in a fun, yet safe, atmosphere. Instructors will lead activities to ensure participation.

What is the dress code?

For the safety of our participants, we ask that children wear flexible clothing absent of hoods, skirts, tights, snaps, buttons and zippers. Please no jewelry, dresses or baggy/loose clothing. Long hair is best tied back. Gym shoes are required.

When can we begin setup for our sports party?

Setup for sports parties can begin 15 minutes prior to the start time, and we ask that all guests and items be removed from the party room no more than 15 minutes after the party. Sports parties are frequently booked back-to-back, and these time restrictions help ensure that all parties run as scheduled.

Where do I go when I arrive at Eola Community Center?

When you arrive for your sports party, simply check in at the front desk, and our staff will show you to your party room. A birthday party attendant will meet you at your room at the start time of the party to lead your guests to the gym. Upon the conclusions of the sports portion, the attendant will bring the guests back to the party room.

Do we need 15 children to book the party?

No, you can have any number of children up to 20 for the party; however, we charge a 15 child minimum for all parties. Final count of children is taken on the day of the party, and any balance due is calculated based on that number.

Can we bring food, drink, cake, etc?

Yes! You have the room for 45 minutes after the sports portion, which leaves time for food, cake, refreshments, etc. We encourage you to bring food items for your guests to enjoy; however you will need to provide all tableware and party supplies/decorations.

I acknowledge that I have fully read and understand the Sports Party Reservation Request Form, as well as the FAQs and Guidelines sections. My signature confirms receipt and agreed compliance of these policies and guidelines.

Main Contact Signature

Date