

# Chef Cooking Party Request Form

## Contact Information

Contact's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Contact's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

## Event Information

Birthday Child's Name & Age \_\_\_\_\_ Number of Attendees \_\_\_\_\_

## Event Details

Chef Cooking Birthday Party	Price	Date & Time
2 hour room reservation for up to 10 children. One hour and 30 minutes of that time includes a cooking lesson with instructor, pizza ingredients, cupcakes to frost and decorate, and a chef hat craft to take home. Your party room will be set up with tables and chairs for the number of children attending your party.	<p><b>Resident:</b></p> <input type="checkbox"/> \$150 (up to 10 children) <input type="checkbox"/> \$10 each additional child* <p><b>Non-Resident:</b></p> <input type="checkbox"/> \$175 (up to 10 children) <input type="checkbox"/> \$13 each additional child* <p><i>*Maximum of 18 children</i></p>	Requested Date: _____  <input type="checkbox"/> Saturday, 11 a.m.-1 p.m. <input type="checkbox"/> Sunday, 11 a.m.-1 p.m.

## Secure Your Reservation

To secure your reservation, you must return this completed Reservation Request Form to the Prisco Community Center front 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 Prisco Community Center at 630-859-8606.

*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 \_\_\_\_\_

## Prisco Community Center

150 W. Illinois Ave. • Aurora, IL 60506

PriscoReservations@fvpcd.net

Phone (630)859-8606 • foxvalleyparkdistrict.org

# Chef Cooking 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 Chef Cooking Parties located and what is included?

Cooking Parties will take place at the Prisco Community Center in one of our community rooms. The party room will include tables and chairs to accommodate 10 children, pizza-making ingredients, cupcakes to frost and decorate, and a chef hat craft to take home.

## When can we begin set-up for our Chef Cooking Party?

Set-up for Cooking Parties can begin 5 minutes prior to the start time, and we ask that all guests and items be removed from the party room no more than 5 minutes after the party.

## What kinds of activities can we expect during the party?

The first 90 minutes include the party room with instructor led pizza making and cupcake decorating, along with a chef hat craft and games if time permits. The last 30 minutes of the party is time on your own.

## Do we need exactly 10 children to book the party?

No, up to 10 children are included in the party cost. Additional guests can be added for \$10(R) / \$13(N) each. Please notify the Park District one week before the event to confirm the final count. Payment for additional children is also due at that time.

## Where do I go when I arrive at Prisco Community Center?

When you arrive for your Party, simply check in at the front desk, and our staff will show you to your party room. A birthday party attendant will also be there to help assist you with unloading any items you have brought for the party.

## Can we bring food, drink, cake, etc?

Yes! You are welcome to serve any additional food or beverages that you would like provide for your guests. You will need to provide our own tableware, supplies, and/or decorations.

I acknowledge that I have fully read and understand the Nerf Party 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**

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