

# FOX VALLEY PARK DISTRICT

## Birthday Party Request



### Party Information

Requested Date \_\_\_\_\_ Today's Date \_\_\_\_\_

**Please select from the following options:**

Day  Saturday  Sunday  
 Time  Noon-2:30 p.m.  3:30-6 p.m.

Contact Name \_\_\_\_\_ Email \_\_\_\_\_  
 Birthday Child \_\_\_\_\_ Age Turning \_\_\_\_\_  
 Contact's Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_  
 Emergency Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

### Party Details

Guests \_\_\_\_\_ Number of Adults \_\_\_\_\_ Number of Children \_\_\_\_\_ Total Number of Guests \_\_\_\_\_  
 Food Choice  Ice cream cake available for \$30 (Must be requested 14 days in advance)

#### Party Package Fees (includes up to 18)

Party Package	Package Rates		Additional Guests		Number of Guests	Total
	Resident	Non-resident	Resident	Non-resident		
<b>Adventure Island (Phillips Park)</b>	\$220	\$250	\$9	\$13		
					\$75 Deposit	
					Total Due	

### Secure your Reservation

To secure your reservation, please submit this form, along with a \$75 deposit, to:

Mail, email or drop-off: FOX VALLEY PARK DISTRICT, VAUGHAN ATHLETIC CENTER  
 2121 W. INDIAN TRAIL, AURORA, IL 60506  
 Attn: Lynn Fichtel

630-907-9600 | Email: lfichtel@fvpd.net

Request Form and Agreement  Reservations Guidelines Form  \$75 Deposit

#### Remaining balance is due 7-10 days before your event.

Checks should be made out to the Fox Valley Park District and mailed to the Vaughan Athletic Center, 2121 W. Indian Trail, Aurora IL 60506.

To pay by credit card, please call 630-907-9600. Payment cannot be made directly at the outdoor aquatic center. A receipt will be emailed once the rental has been processed. In order to properly protect all our guests, we ask that you read the enclosed rules and make these rules known to all group members before entering the park.

CONTACT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STAFF SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Check One:  Check # \_\_\_\_\_  Visa  MasterCard  Discover Cardholder Name \_\_\_\_\_  
 Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_

# FOX VALLEY PARK DISTRICT

## **Birthday Party Agreement**



### **THIS AGREEMENT MUST BE SIGNED AND SUBMITTED TO SECURE RESERVATION**

#### **CHECK-IN**

- Upon arrival please check in at event table to receive wristbands for all guests included in your party package for the day. Parties may not enter until all necessary adult staff is present to accompany the children into the park at a ratio of 1:10.
- Children need to be 48 inches tall to ride the waterslides.
- If additional people come day-of that are not included in your birthday party package, they will need to pay daily admission rates to enter the Aquatics Center.

#### **PARTY AREA & FOOD**

- Your party area, including picnic tables, is available during your reserved party time.
- Guests may provide their own cake.
- Fox Valley Park District now allows customers to bring their own food and beverages into our outdoor aquatic facilities. Those facilities offer Parker's snack shack with pre-packaged snacks, ice cream and beverages. As our guest, you may:
  - Bring your own food and beverages within the restrictions listed below.
  - Order your favorite food and have it delivered right outside of the aquatic center, at our designated delivery zone. Patrons must use their pool admission receipt or membership card for re-entry into the facility.
- Food restrictions include:
  - No alcoholic beverages
  - No glass containers or bottles
  - No grilling on the premises
  - Only sealed beverages are allowed into the park (No fountain beverages allowed)
  - You may bring empty bottles to fill at our water station
  - Food and beverages are allowed in designated concessions and grassy areas only
  - All coolers and bags will be inspected upon entry

#### **DEPOSIT & PAYMENT**

- A \$75 deposit is required to secure the reservation
- The balance of payment will be placed on the organizers account and is due via cash, check or credit card 7-10 full days prior to the event.
- Failure to pay the balance in advance will result in reservation cancellation.
- **Payment cannot be made directly to outdoor aquatic centers.**  
Please visit the Vaughan Athletic Center at 2121 W. Indian Trail, Aurora to make all payments. To pay by credit card, please call 630-907-9600.

#### **CANCELLATIONS & REFUNDS**

- Refunds will be issued only if canceled 21 days in advance of party.
  - 11-20 days in advance deposit is nonrefundable
  - 10 days or less in advance full amount is due
- If the Aquatic Center cancels your party for any reason, you will receive a full refund.
- The Park District may cancel pool parties due to cool temperatures or inclement weather. If weather is questionable a staff member will contact the party organizer one hour prior to the party, so he/she can decide whether to cancel and receive a full refund or reschedule. No refunds will be issued if the party experiences inclement weather after the first hour of the visit.
- The contact number for the day of your party for Phillips Park is 630-851-8686. Ask for the Aquatics Manager on Duty.

#### **SAFETY REMINDERS**

- For the safety and enjoyment of your guests - please read the rules and guidelines on the back of this form and make these rules known to all group members before entering the park.

# FOX VALLEY PARK DISTRICT

## Birthday Party Agreement



### POOL RULES

- Parents and guardians are responsible for supervising children. Lifeguards are on-duty to enforce rules and respond to emergencies.
- Children under 12 years must be accompanied and supervised by someone 16 years or older in order to be admitted.
- Children age 12 to 15 may use the facility unsupervised. (Camps excluded. See group rental terms and conditions)
- All guests entering the park must pay admission. This applies to guests that will be supervising swimmers without entering the water.
- Guests under 48 inches tall must wear a life jacket or be within arm's reach of a parent or guardian at all times.
- Limited number of life jackets are available on-site
- All life jackets must be U.S. Coast Guard approved. All other flotation devices are prohibited.
- Guests must be 48 inches or taller to use the water slides.
- Running on the pool deck is prohibited.
- Diving is prohibited in the shallow area, but allowed in designated areas.
- Flips, twists and backward entry into the pool is forbidden.
- Shoving, pushing, dunking, hitting and breath holding contests are not allowed.
- Children not yet toilet-trained must wear a swim diaper.
- Do not sit on, cover or attempt to disrupt the flow of water from geysers and fountains.
- Lap lanes are primarily for adult patrons.
- Do not hang on or swim over the lap lanes or diving ropes.
- Swimming is forbidden without a lifeguard present.
- All instructions and commands given by lifeguards must be obeyed.
- Do not distract the lifeguards while supervising the pool. Unless it is a pool or water-related emergency, direct all questions or issues to staff at the admission building.
- Guests are encouraged to make any special accommodations needed known to staff.

### FACILITY RULES

- Cell phone use is strictly prohibited in the locker rooms.
- Food and beverages can only be consumed in designated areas.
- Glass containers are not allowed.
- The use of tobacco, alcohol or illicit substances is forbidden within the park and surrounding area.
- Firearms and other weapons are not allowed in the park, or any Fox Valley Park District facility.
- Please refrain from the use of profanity or offensive language.
- Swimming with a communicable disease or diarrhea symptoms is a violation of state law. If you or your child is suffering from, or recently suffered from, a communicable disease, please refrain from using the pool for at least five days.
- This facility follows U.S. Center for Disease Control guidelines for fecal incidents. This may require clearing/closing of the pool for disinfection.
- Please shower before entering the pool, and wash hands and shower after using the restroom.
- Please use designated changing room and restroom areas for diaper changing.
- Management reserves the right to close the facility due to unsafe weather and/or health conditions.
- Admission into the park maybe refused to persons with potentially hazardous medical conditions.
- Please secure all belongings. Fox Valley Park District is not responsible for loss or theft of any personal items.
- Management may implement and enforce rules that are more stringent or that supplements those listed to ensure the safety of guests.
- Failure to abide by these guidelines may result in disciplinary action and/or ejection from the facility.
- Vigilance Awareness Training is conducted at this facility. Testing provides aquatic staff with emergency and rescue training.

### WEATHER

Fox Valley Park District is not responsible for monitoring nor reporting approaching weather systems to its Renters, nor to participants and spectators at events held on District property. All risk of injury or death from weather-related conditions that may arise is expressly assumed by Renters, participants and spectators.

I UNDERSTAND AND HAVE READ THE ABOVE RENTAL GUIDELINES, AS WELL AS THE AQUATIC SAFETY GUIDELINES ENCLOSED AND UNDERSTAND THAT IF ANYONE IN MY ORGANIZATION/GROUP IS UNABLE TO ABIDE BY THESE REGULATIONS, THEY MAY BE ASKED TO LEAVE THE PREMISES. CONTINUED DISREGARD FOR THE RULES MAY RESULT IN THE FORFEITURE OF THE REST OF THE DAY AND THE BANNING OF MY ORGANIZATION FROM RETURNING TO THE AQUATIC CENTERS.

### ACKNOWLEDGEMENT OF RENTAL GUIDELINES AGREEMENT

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Print Name of Responsible Party

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Date

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Signature of Responsible Party

# FOX VALLEY PARK DISTRICT

## **Birthday Party Agreement**



### **POOL PARTY INFORMATION**

#### **What is Included:**

- 18 Guests (wristbands) – all guests entering the pool deck and/or pool need to have a wristband
- Two and a half hours of shaded private party area & use of the pool during public hours

#### **What is NOT included:**

- Food, Drink, Tableware, Towels, Celebration Cake/Cupcakes, Cake Knife

#### **Party Times:**

- Noon-2:30 p.m. & 3:30 to 6 p.m.
- These time slots include check-in, set up and clean up times.

#### **Private Party Spaces:**

- Party Area: Large funbrella located in an area just off of the pool deck with 3 picnic tables for guest seating for 18.
- Please note that nothing can be taped or hung on the fences or funbrellas. Piñatas are NOT allowed.

#### **When should I book my party?**

Reservations can be made 6 months prior to your event. Reservations are made on a first-come first-served basis upon receipt of the completed request form. Once your request form is received a contract will be emailed to you for your signature/approval. A minimum of two weeks advance time is required.

#### **When do I pay for my party?**

A \$75.00 deposit is required at the time of booking. The remaining balance will be collected 7-10 days prior to your event. The remaining balance is due 10 days prior to your event.

#### **When do you need my final RSVP number?**

A Fox Valley Park District employee will be calling you 7 to 10 days prior to your event. At this time, they will go over your guests counts, and to collect the remaining balance on your account.

#### **Can I add additional guests? Yes**

- Guests/Wristbands - \$9 Resident/\$13 Non-Resident

Note: Additional guests/wristbands can be added in advance or the day of your event. No refunds for unused tickets.

#### **Can I bring an Ice cream cake?**

Ice Cream cakes are available to purchase 14 days in advance. No fridge or freezer is available to store additional items.

#### **Can I bring food items?**

Yes, however no glass, open beverages or alcohol are allowed.

#### **Some of my guests are not swimming are they included in my guests count?**

Guests who are NOT swimming but are entering the facility ARE included in your count.

# FOX VALLEY PARK DISTRICT

## **Birthday Party Agreement**



### **How many adults do I have to include in my count per child.**

The adult to child ratio is 1 adult for every 10 children

### **Are lifeguards on duty at all times:** Yes

### **Are life jackets required?** No

### **Are Life jackets provided?**

Limited number of lifejackets are available, however, if you would like to bring your own they must be Coast Guard approved.

### **What do I do with gifts, coats, bags, etc. during my party?**

We recommend bringing a lock and using one of our lockers. Locks are available to purchase for \$5 at Guest Services.

*NOTE: Fox Valley Park District is NOT responsible for lost or stolen items.*

### **Are lockers available:** YES

Lockers are free to use. Locks are available for purchase at Guest Services for \$7 or you may bring your own.

### **What is the minimum and maximum number of guests I can have?**

Packages include 18 guests/wristbands. Additional guests/wristbands can be purchased for \$9 Resident/\$13 Non-Resident per guests. There is no maximum number of guests you can have. Please note there is sitting of 18 guests. If you have a larger group and feel that you need more space you can purchase two party packages located side by side.

### **Can I bring my own decorations?**

Yes, but please note that we do not allow for anything to be placed on the fences or hung from umbrellas. Pinatas are not allowed.

# YOU'RE INVITED TO MY **Birthday Party**



Adventure Island Pool Party

Phillips Park Family Aquatic Center

828 Montgomery Road, Aurora 60506

Party for \_\_\_\_\_ Date \_\_\_\_\_

Please Call \_\_\_\_\_ to RSVP by \_\_\_\_\_

## **Below are a few details to help make sure the day runs smoothly.**

Check in and pick up will be held at the Event Check-In area at the main entrance of the park. Check In is at \_\_\_\_\_ and pick up is at \_\_\_\_\_.

All children under 48" attending a pool party must wear a U.S. Coast Guard approved lifejacket while in the pool area OR be within arm's reach of a parent/guardian at all times. If a child is under 5 years old a parent/guardian is required in the water with them at all times. Life jackets are available on site. If you would like to bring your own it must be Coast Guard approved.

Children must be 48" or taller to be able to use the slides.

Life Guards are on duty at all times.

Life jackets are available on site. If you would like to bring your own it must be Coast Guard approved.

The pool will be open to the public during this event.

Please bring a towel as towels are not available on site.

Lockers are available for use. You may bring your own lock or you may purchase one from Guest Services for \$7.

## **BRING THIS COMPLETED WAIVER TO THE PARTY IN ORDER TO PARTICIPATE IN AQUATICS ACTIVITIES OR GUARDIANS MUST SIGN ON-SITE. NO EXCEPTIONS will be made.**

The Fox Valley Park District is committed to ensuring the safety of guests and asks every party attendee parent or guardian to follow these regulations: Children 12 and under are to be accompanied and actively supervised by a guest 16 years and older. Parents or guardians are responsible for supervising their children. Lifeguards are on duty to enforce rules and respond in case of emergency. Thank you for wearing commercially sold swimsuits to participate in recreational aquatics activities.

White T-shirts are allowed to be worn. Guests under 48 inches tall must be wearing life jackets or be within arm's reach of their parent or guardian at all times. All life jackets must be U.S. Coast Guard approved. Other floatation devices must be approved by the management prior to entering the facility. Guests are to be 48 inches tall to ride on the waterslides. Guests are encouraged to make any special needs known to the management, who will be happy to assist guests. Tobacco and alcohol are strictly prohibited. Outside food and beverage are allowed, however no alcohol or glass is permitted. Cell phones may not be used in the locker rooms. Thank you for ensuring that all apparel and footwear brought into the facility and worn on the deck are clean. Children not yet toilet trained must wear a swim diaper. Guests are required to shower before swimming.

Management reserves the right to close the facility due to unsafe conditions. Admission into the facility may be refused to persons with potentially hazardous medical conditions. Please lock belongings. The Fox Valley Park District is not responsible for loss or theft of personal items. Management may modify these regulations to ensure the safety of guests. Vigilance Awareness Training is conducted. Testing provides the aquatic staff with training when safety mannequins are placed in the pool for practice rescues.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE INFORMATION, WARNING OF RISK, ASSUMPTION OF RISK, WAIVER AND RELEASE OF ALL CLAIMS, AND PHOTO/VIDEO AUTHORIZATION.

Participant Name \_\_\_\_\_ DOB \_\_\_\_\_

Home Address \_\_\_\_\_

Email \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Contact Number \_\_\_\_\_