

Sussex Parks & Recreation Department Birthday Party Agreement



N64W23760 Main St., Sussex, WI 53089
Office: (262) 246-5200 Fax: (262) 246-5222
Birthday Party Coordinator: Megan Sackett
msackett@villagesussex.org
www.villagesussex.org

Contact Information

Contact Person _____ E-mail _____

Home / Cell Phone _____

Address _____ City/Zip _____

Party Basics

Birthday Child's Name _____ Event Day/Date _____ Location: TBD
(verified w/contract)

Party Start Time _____ Party End Time _____ Additional Time Requested _____ minutes

Parties are 1.5 hours in length unless additional time is requested for a fee of \$20 per hour.

Ages of Children attending _____ Total Number of Guests _____ Girls Boys Both
(Base fee allows for 7 children (including birthday child); maximum # of children is 13)

Theme: (circle one)

Detective Hawaiian Spa Princess Dance Pirate Sports Safari Harry Potter Outer Space

Activity requests:

(circle 3 activities from list below based on chosen theme)

Detective: detective training, obstacle course and treasure hunt

Hawaiian: hula dancing, sand art, tropical relay, ocean in a bottle, sun catcher craft.

Spa: manicure, pedicure, facial, homemade bath salts, cotton ball race, pedicure musical chairs

Princess:

crown craft, makeovers, pass the wand game, lost slipper game, princess says game

Dance: Please choose a dance type to learn at your party Hip Hop Ballet Jazz

Pirate: pirate hat craft, treasure chest crafts, hook the treasure game, walk the plank, swab the deck, message in a bottle

Sports: basketball, football, volleyball, bowling, tennis, soccer, frisbee games, sports-related craft.

Safari: craft-binoculars, craft-animal masks/hats, big-game hunter game, monkey-see monkey-do game, safari hunting training

Harry Potter: making wands, potions class, Quidditch, care of magical creatures, sorting ceremony

Outer Space: making moon rocks or moon sand, astronaut training course, making astronaut helmets, moon rock hunt, asteroid dig

Cupcake Flavor (circle one) Chocolate Yellow

Frosting Flavor (circle one) Vanilla Chocolate Funfetti

Drink Choice (circle one) Milk Fruit Punch Water Lemonade

Will you be bringing in additional food? _____ Will you need electricity or additional tables for your food? _____
If so, how many tables? _____ (\$10/table charge; one 8-ft table is free)

Would you like a piñata? _____ (\$20 additional fee) available for any theme

Special requests or instructions (i.e.: allergies, etc)

Party Guidelines

1. Party location will be determined according to theme and/or facility availability. The Winter Party will be held at the Lion's Building in Village Park. Party location will be determined at the time of contract confirmation. Locations are as follows: Lion's Building in Village Park, W244 N6067 Weaver Dr.; and Sussex Civic Center, N64W23760 Main Street.
2. Parties are 1.5 hours in length. Additional time can be purchased for \$20.00 per 60 minutes. If wishing additional time, you must let the birthday coordinator know a minimum of two weeks in advance. One hour will be set aside for games and crafts based on the child's choice. Thirty (30) minutes will be allotted for opening presents and eating cupcakes. Arrive no more than 15 minutes prior to your scheduled party time.
3. Suggested age range for birthday party participants are ages 4-12. Base fee allows for 7 children (including the birthday child), with a maximum of 13 children. Additional fee is \$9 per child for over 7 children. Adults are not required to attend with child.
5. Outside food and drinks may be brought in. Service of the additional food and beverages must be assumed by the group hosting the party and must be served within the allotted party time. If you wish to bring in additional food, please let us know at least 2 weeks in advance so ample tables and electricity are available. You may be subject to an additional fee for additional tables and chairs. One 8-foot table will be provided for service of additional food at no charge. No additional chairs will be provided for service table. Alcoholic beverages are not permitted. All food and beverages must be kept on the stage and adjacent alcoves in the Youth Hall. All additional paper products & utensils for outside food must be provided by the group hosting the party.
6. All parties include: napkins, cups, tablecloths, decorations, treat bag and a balloon for children, based on theme requested.
7. Payment must be made in full and must be made a minimum of two weeks prior to scheduled party date. Checks are payable to the: **Village of Sussex**. Cash, or credit card are accepted. A deposit of \$25 must be paid in order to reserve a date. The deposit is applied to the total fee for the party.
8. Fee Scale:

	Additional Time	\$20.00/hour
Base Party Fee: (Up to 7 children)	\$135/resident \$160/non-resident	More than 7 children With a maximum of 13 children \$ 9 per child
Deposit to secure date (applied to base fee)	\$25	Pinata \$20.00
	Additional Tables & Chairs (up to 8 chairs per table)	\$10.00/table

CANCELLATION POLICY: Cancellations will be issued ONLY if the department is notified in writing **14 days or more** prior to the scheduled date. Failure to cancel a reservation at least fourteen (14) days in advance will result in forfeiture of the entire fee. If an event is cancelled prior to fourteen (14) days before the event date, the group will forfeit a \$25 administrative fee. If the party has been cancelled due to adverse weather conditions, the Parks & Recreation Department must be contacted at least twenty-four (24) hours prior to party to inform staff of the cancellation. If possible, arrangements can be made for another date or a refund may be issued minus an administrative fee. All Village activities (i.e. youth sports, special events) supercede any outside reservation. All reservations are subject to review.

RETURNED CHECKS: Checks written and returned as not payable will be charged \$30 for each returned submission. Participants will be removed from reservation list until the issuer "makes good" on the amount of the returned check(s) and pays the accrued service charges in full.

SET-UP & CLEAN-UP The responsibility for set-up and clean-up will be taken care of by the Sussex Parks & Recreation Department staff. Any clean-up from additional food brought in is assumed by the group hosting the party and must be completed within the scheduled birthday time.

I the undersigned, have read, understand and agree to the above terms. I further agree to completely indemnify and hold harmless the Village of Sussex and its employees, officers and agents from and against any and all liability. I understand the requested programs, like all activity, has some inherent risk involved. Furthermore, the individuals participating in this event herein are in good physical condition appropriate for the stated activity and the participants assume full responsibility for injuries incurred while taking part in an activity. No accident insurance is provided by the Village of Sussex. I agree to provide proof of residency upon request. By signing this, I agree to comply with the Code of Conduct policy set forth by the Village of Sussex and will accept the ramifications should I not adhere to it. This form is your reservation and permit to show any Village official upon request.

_____ Responsible Party's Name (please print)

_____ Responsible Party's Signature

_____ Date

For Department Use Only

Total Fees Collected: _____

Staff Signature: _____

Entered in Activenet on: _____

Cash/Check/Credit Card: _____

Date Received: _____