



# Party Reservation Form

Highland Parks & Recreation  
Korte Recreation Center  
Ph: 618-651-1Fun(1386)  
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1 Nagel Drive  
PO Box 218  
Highland, IL 62249  
www.highlandil.gov

Date of Party: \_\_\_\_\_

**Please check the pool and gymnasium schedule prior to planning your party.**

Party Room Time (circle room time)

**Room 2 & 3** (55-60 maximum)

**Friday:** 3:30-5:00 / 5:30-7:00 / 7:30-9:00

**Saturday:** 11:00-12:30 / 1:00-2:30 / 3:00-4:30 / 5:00-6:30

**Sunday:** 12:00-1:30 / 2:00-3:30 / 4:00-5:30

**Room 1** (20-25 maximum)

4:00-5:30 / 6:00-7:30 / 8:00-9:30

11:30-1:00 / 1:30-3:00 / 3:30-5:00 / 5:30-7:00

12:30-2:00 / 2:30-4:00 / 4:30-6:00

The shaded times are not available May through September.

**All changes to initial food orders need to be called in by the Wednesday prior to the weekend.**

Place the number of one topping pizzas, including the 2 in the base package:

\_\_\_ Cheese \_\_\_ Pepperoni \_\_\_ Sausage \_\_\_ Supreme \_\_\_ Other (one topping only) \_\_\_\_\_

**Total #** \_\_\_\_\_ (\$7 for each additional pizza, 10 slices per pizza)

**Wording on Cake** (if applicable): \_\_\_\_\_

**Host Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone: (home)** \_\_\_\_\_ **(cell)** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_ **Age:** \_\_\_ **Gender:** male / female

**When do your guests plan to swim?**

\_\_\_ Before your party room time

\_\_\_ After your party room time

\_\_\_ Both

*This time is not limited. All day admission is included in package.*

*Party Packages include 15 guests, regardless of full facility or party room only guests.*

*Additional charges apply to guests beyond the first 15, including adults.*

**Full Facility Use Guests:** \_\_\_\_\_ (\$5 for additional) **Party Room Only Guests:** \_\_\_\_\_ (\$2 for additional)

\*Full Facility Use Guests include anyone using the party room and any portion of the facility. Party Room Use Only Guests include anyone entering the party room, but will not use any other portion of the facility. Rec Center membership does not exclude guests from being charged. These guidelines have been set due to the party room not being included in daily admission or memberships. These guests are accessing additional services such as room rental, food, utensils, clean up, etc. If you are unsure of the number of guests, you need to let The Korte Recreation Center know at least a week prior to the party. A guest list is required before the arrival of the first guest.



	<u>PP1</u>	<u>PP2</u>	<u>D1</u>	<u>D2</u>	<u>CC</u>
<b>Member Price:</b>	\$110	\$95	\$95	\$80	\$80
<b>Non -Member:</b>	\$125	\$110	\$110	\$95	\$95

**Damage Deposit** \$50 **Check #** \_\_\_\_\_ **Payment** \_\_\_\_\_ **Cash / Check #** \_\_\_\_\_ / **Credit Card**

Check here to allow credit card to be held for damage deposit.

**Employee Name:** \_\_\_\_\_

**\*\*I have read and understood the information on both sides of this form.\*\***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Party Contract

## **All Parties Include:**

- An hour and a half in the party room
- Utensils such as paper plates, forks, napkins, and cups are provided.
- A staff member will be available to help set up, deliver the food, to sweep up after the party, and to answer any questions. Renters are responsible for clearing all tables and placing trash in trash cans.
- Invitations, attendee party favors, and birthday child gift (if applicable)
- Daily admission for full facility guests using the entire facility
- Admission for party room only guests to use the room during the room contract time

## **IMPORTANT AGE REQUIREMENTS & INFORMATION**

- ◆ One adult is required in the water with proper swim attire for every five children and under 9.
- ◆ Guests not meeting the 48 inch minimum height requirement for the big slide may ride the smaller slide if they are under 9.
- ◆ Guests 16 or older may use the fitness area.
- ◆ When outside of the pool area, guests need to be dried off and dressed.
- ◆ Proper swim attire is required in the pool. Cover ups are allowed.
- ◆ Any spectator must remove their street shoes to enter the pool deck area.
- ◆ Non-marking tennis shoes are required to use the gym. Sandals are not permitted.
- ◆ Lockers are available for daily use. Padlocks are available for purchase or rental at the front desk.

<b><u>Pizza Pizzazz (PP1)</u></b> -2 Large Pizzas (20 slices) -DQ Ice Cream Cake - Unlimited Soda \$110 member \$125 non \$7.00 per extra pizza *	<b><u>Pizza Pizza (PP2)</u></b> -2 Large Pizzas (20 slices) -Unlimited Soda \$95 member \$110 non \$7 per extra pizza *	* For pizza parties with over 25 guests, the additional charge per guest will cover 1 pizza for every 8 guests over the initial 15.
<b><u>Dogelicious (D1)</u></b> - 1 Hot Dog per guest -Unlimited Popcorn -DQ Ice Cream Cake -Unlimited Soda \$95 member \$110 non	<b><u>Dogs Delight (D2)</u></b> -1 Hot Dog per guest -Unlimited Popcorn -Unlimited Soda \$80 member \$95 non	<b><u>Cake and Cream (CC)</u></b> -DQ Ice Cream Cake -Unlimited Soda \$80 member \$95 non

You may provide:

- Food or drink, other than alcohol, that does not accompany the package
- Utensils if a special theme is desired
- Gifts and games
- Table decorations – Wall decorations are not allowed

**\* You are responsible for cleaning up the majority of the mess so the staff only needs to sweep the floor and wipe off the tables.**

**\* Please check the pool and gymnasium schedule prior to planning your party.**

\* A \$50 damage deposit is required in the form of a check or money order and will be returned approximately a week after the party if no damaged occurred.

\* Cancellations will receive full refund up to two weeks prior to party, half of cost up to two days prior, and no refund beyond two days prior to party.

\* After you have read the above guidelines, please sign the front of this form.



For office use only:  
 Room # \_\_\_\_\_  
 Soda: Pepsi / Mt. Dew / Rt. Beer  
 Dr. Pepper / Sierra Mist / Diet Pepsi

## GUEST LIST KORTE RECREATION CENTER

Party Host \_\_\_\_\_ Child's Name (if applicable) \_\_\_\_\_

Party Date \_\_\_\_\_ Time \_\_\_\_\_

*List all guests that RSVP prior to the party. The guest list may be updated at anytime.  
 Include guests that are members of the Korte Recreation Center. If a guest will be  
 paying their own fee at the front desk, please place an asterisk by their name.*

**FULL FACILITY USE GUESTS** (\$5 fee beyond the first 15 guests) - guests that are participating in the party and using the pool, gym, etc. Reminder: We require one adult for every five children under 9 in the water with proper swim attire.

**NAMES:**

1.	13.
2.	14.
3.	15.
4.	16.
5.	17.
6.	18.
7.	19.
8.	20.
9.	21.
10.	22.
11.	23.
12.	24.

**PARTY ROOM ONLY GUESTS** (\$2 fee beyond the first 15 guests) – guests that are participating in the party, but *will not* be using the pool, gym, etc.

**NAMES:**

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

## TIPS TO A SUCCESSFUL PARTY

1. GUESTS UNDER 9 MUST HAVE DIRECT SUPERVISION AT ALL TIMES, WITH AT LEAST ONE ADULT DRESSED IN SWIM ATTIRE AND IN THE WATER FOR EVERY FIVE CHILDREN.
2. GUESTS MUST BE 48 INCHES OR TALLER TO USE THE TWO-STORY SLIDE.
3. PROPER SWIM ATTIRE IS REQUIRED IN THE POOL. COVER UPS ARE ALLOWED. ANY SPECTATORS MUST REMOVE THEIR STREET SHOES TO ENTER THE POOL DECK AREA.
4. TENNIS SHOES ARE REQUIRED IN THE GYMNASIUM. ROLLER SHOES ARE NOT PERMITTED.
5. ANOTHER PARTY MAY BE SCHEDULED BEFORE AND/OR AFTER YOUR 1 ½ HOURS IN THE PARTY ROOM. WE NEED EVERYONE'S COOPERATION IN VACATING THE ROOM PROMPTLY TO PREPARE IT FOR THE NEXT PARTY.
6. PARTIES INCLUDE ADMISSION FOR THE DAY. YOU MAY USE ANY PART OF THE FACILITY PRIOR TO OR AFTER YOUR 1 ½ HOURS IN THE PARTY ROOM.
7. FOOD ORDER CHANGES ARE APPRECIATED AS SOON AS POSSIBLE AND ACCEPTED NO LATER THAN THE WEDNESDAY MORNING PRIOR TO THE PARTY.
8. A GUEST LIST SHOULD BE TURNED IN TO THE FRONT DESK PRIOR TO THE FIRST GUEST ARRIVING.
9. REMEMBER TO INCLUDE ALL CHILDREN AGES 3 OR OLDER AND ALL ADULTS WHEN FIGURING YOUR TOTAL ATTENDANCE.