



Westonka Community Education & Services Birthday Party Packages Request Form



The party fee/payment must accompany this application prior to it being approved.
No reservations will be held without payment. Checks can be made payable to ISD 277. We also accept VISA/MasterCard

Contact Name _____ Child's Name _____

Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Email Address _____

Preferred Day/Date of Party _____

Party Start Time: _____ am / pm Party End Time: _____ am / pm

Party Request: (check one)

- Party Package #1 – Pool Party (up to 15 children) 2.5 hours \$115
- Party Package #2 – Gym Party (up to 15 children) 2 hours \$95
- Party Package #3 – Kids in the Kitchen (up to 10 children) 2 hours \$105
- Party Package #4 – Princess or Superhero (up to 10 children) 2 hours \$95
- Party Package #5 – Other themed party (up to 10 children) 2 hours \$95

Desired theme: _____

Estimated attendance (including birthday child): _____ Age of birthday child _____ Age range of guests _____

Signature of Applicant _____ Date _____

Booking procedure

Fill out the application form at least 3 weeks in advance and turn in payment (required at time of request). Once the party is approved by Community Education staff, a confirmation will be sent by email. (Do not consider the party confirmed until you receive the confirmation). If your party request is unavailable, you will be contacted by Community Education.

General Information

- Parent/guardian is responsible for bringing their cake, ice cream, food, non-alcoholic beverages, all utensils, etc. Please be respectful of allergies within your group and at the school we are using.
- You can get into the room/space 15 minutes prior to the start time stated on your application
- Refunds, cancellations must be made 7 days prior to the party. There is a \$5 processing fee for any refunds.
- Parties include one Westonka Community Education & Services activity leader who leads 1 ¼ -1 ½ hours of structured programming with approximately 30 minutes - 1 hour reserved for cake and presents based on your party package.

Payment

- Check attached
- Charge card on file with Community Education: last 4 digits _____ expiration date: ____/____

OFFICE USE

Party costs	Total
\$5 x _____ # of extra guests	
\$30 for an additional lifeguard with 16 or more guests swimming	
Package price =	
Total =	

Request form received on	
Facilities confirmed on	
Activity Staff confirmed	
Confirmation sent on	
Payment received on	