



# Party Information & Guidelines

In order to ensure a great party experience for all, we ask that you please be aware of the following party guidelines and general party information. Reservations and payment for your party must be completed at the Sportsplex Administrative Office, 11351 W. 159<sup>th</sup> Street.

**Please note: residency is determined by the birthday child's address. A minimum of ten (10) business days advance notice is required to book or change a party.**

- ☺ The Recreation Department will provide tables, chairs and a party host to assist with activities for your special party event.
- ☺ You may provide refreshments, cake, party favors and decorations. Due to the ventilation system, building regulations **prohibit the use of balloons.**
- ☺ **Please Note:** If you serve food and/or cake, **do not forget cups, plates, plastic utensils and napkins.** These items **are not provided** as part of the party package.
- ☺ Tables and chairs are set up based on the number of child participants in the party and two adults. Additional tables and chairs must be requested in advance and will be subject to an additional \$20.00 charge for set up. There is a maximum allowance of forty people including participants and guests.
- ☺ **The person who booked the party (or their representative) is responsible for being present at the party and assisting the party host with the general flow of the activities, as well as the behavior of the party participants.**
- ☺ You should arrive approximately fifteen minutes prior to the start of the party in order to meet the staff, work out any logistical needs regarding food, beverages, cakes, presents or decorations. Please limit your food choices to a basic menu such as pizza, McDonald's, hot dogs and a beverage. Our timelines and the nature of our facility **do not allow** for a catered event. We appreciate your cooperation on this matter.
- ☺ The party host/activity leader is responsible for the behavior of the participants to a point. In the event that a child's behavior is disruptive to the party experience, the party parent will need to assist the party staff.
- ☺ Parents are required to pick up children no later than ten minutes after the conclusion of the party. Children who are not picked up on time are the responsibility of the adult who reserved the party.
- ☺ Parties are often scheduled back-to-back, so please be considerate and complete your party within your reserved time slot.
- ☺ The last 15 minutes of your scheduled time should be spent gathering items and children while concluding your party event. The party host will assist you with packing up gifts and transporting items from the party. Recreation Department staff will take care of cleaning the party area.
- ☺ Refunds will be processed for parties cancelled **no less than ten business days** in advance of the party date. **No refunds are provided if the actual attendance is less than the paid attendance.**
- ☺ Smoking, alcoholic beverages or controlled substances are prohibited. All rules and regulations of the Recreation Department apply to all parties scheduled in the facility.
- ☺ Party participants should wear comfortable clothing and sneakers.
- ☺ Don't forget to *bring your camera!*

Parties are held at the Village of Orland Park Sportsplex, 11351 W. 159<sup>th</sup> Street.

Children must be 5 years or older.

A minimum of ten (10) business days advance notice is required to book or change a party.

Please refer to our current seasonal brochure for offered party days/times.

**PARTY FEES:**

Up to 20 children:      \$160.00 Residents      \$220.00 Non-Residents      \$150.00 Sportsplex Members

\*Fees for over 20 guests are an additional \$5.00 per child up to a maximum of 25 guests (*sports parties only*)

\*Rock Parties have a maximum limit of 20 guests

**FULL PAYMENT IS REQUIRED AT THE TIME OF THE RESERVATION.**

***Non-Resident Membership Cards do not apply to parties.***

**SPORTS PARTIES**

Sports parties can be held in either the gymnasium or the indoor open field. Two fun and enthusiastic party coordinators will organize and assist the children through games and activities chosen and geared toward the particular age group. Tables and chairs will be set up in a party area for reserved party guests to enjoy refreshments after their party activities.

If you choose an **Open Field Sports Party**, children will enjoy 2 hours of fun activities and games on the open field. Some party game activity suggestions include: soccer, flag football, kickball, dodgeball, whiffle ball, etc.

**Nerf War parties** are also available where participants are split into teams and use Nerf guns (provided) to target their opposition. **NOTE:** children must be at least 8 years old to participate in Nerf War parties.

Upon arrival, the party attendees should gather in the indoor field where tables and chairs will be set up in the bleacher area for the number of scheduled participants. Gifts, food, etc. should be left at the party tables and the activities on the soccer field will begin at the scheduled party start time.

If you prefer a **Sports Party in the Gym**, you may choose from games such as: basketball, volleyball, dodgeball, floor hockey, etc. In the event that you are scheduling a basketball party for younger children, we do have a court that is available with basketball hoops that lower to a height of 8 feet. When you are booking your party, please mention your desire for the "lower hoop option."

Upon arrival, the party attendees should gather in the Aerobic Studio where tables and chairs will be set up for the number of participants scheduled. Gifts, food, etc. should be left at the party tables and the activities in the gym will begin at the scheduled party start time. Children will enjoy 1 hour and 30 minutes of games and activities organized by two fun and enthusiastic party coordinators. After party members complete their activities in the gym, the remaining 30 minutes will take place in the Aerobic Studio for guests to enjoy food, refreshments and gift opening.

**ROCK WALL PARTIES**

Rock climbing parties are scheduled for one hour and forty-five minutes. The party will begin at **"The Rock"** with one hour and 15 minutes of fun-filled climbing on all four sides of the wall. Two enthusiastic, trained rock wall staff members will ensure the climbers are safe and have a great experience during your child's special day. After guests are finished climbing, they will adjourn to the adjacent lounge area where party tables are set up for the food, cake, and gift portion of the party. The nature of activities in the facility may result in traffic through the lounge; however, parties are set up off to the side and are typically fairly isolated.