

Eola Community Center

Princess Party Request Form

Event Information

Requested Date _____ Time _____

Birthday Child's Name _____ Birthdate _____

Contact Information

Contact's Name _____

Contact's Address _____

City _____ State _____ Zip _____

Contact Phone Number _____ Cell Phone Number _____

Email _____

Emergency Contact Name _____ Phone Number _____

Event Details

Princess Birthday Party	Price	Time Block
1 hour and 30 minute room reservation for up to the 15 children. 45 minutes of that time includes time with the princess. Includes photo backdrop, 2 balloon bouquets, tables and chairs, and disposable table cloths.	<input type="checkbox"/> Resident: \$175	<input type="checkbox"/> Saturday, 10:00-11:30 a.m.
	<input type="checkbox"/> Non-Resident: \$195	<input type="checkbox"/> Saturday, 12:30-2:00 p.m.

Princess (Choose 1)	Tablecloth Color (Choose 1)	Balloon Bouquet Color (Choose 2)
<input type="checkbox"/> Snow Queen <input type="checkbox"/> Snow Princess <input type="checkbox"/> Rapunzel <input type="checkbox"/> Beauty <input type="checkbox"/> Little Mermaid	<input type="checkbox"/> Green <input type="checkbox"/> Light Blue <input type="checkbox"/> Pink <input type="checkbox"/> Red <input type="checkbox"/> Yellow	<input type="checkbox"/> Green <input type="checkbox"/> Light Blue <input type="checkbox"/> Pink <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Yellow

Secure Your Reservation

To secure your reservation, you must return this completed Reservation Request Form to the Eola Community Center from desk, and make a \$100 deposit. This deposit will be applied to the cost of your party. Full payment is due no later than 14 days before your event. You can pay with cash, check or credit card at the facility, or you can pay by phone using your credit card by calling Eola Community Center at 630-851-8990.

Cancellations must be made at least 14 days prior to the event in order to receive the deposit refund, less a \$5 service charge. Any cancellation or reschedule made within 14 days of the event will result in a loss of deposit.

FOR OFFICE USE ONLY

- Reservation has been booked in RecTrac
 \$100 deposit received

STAFF INITIALS _____

DATE _____

Eola Community Center

Princess Party FAQ's and Guidelines

Is the cost of the party in addition to the \$100 deposit?

No, the \$100 deposit is applied to the cost of the party. This \$100 deposit is due at the time you book your reservation, and the remaining balance is due no later than 14 days before your event.

Where are Princess Parties located and what is included?

All of our Princess Parties will take place at Eola Community Center in one of our community rooms. The room will include tables covered in disposable table cloths, chairs to accommodate the 15 children, 2 balloon bouquets, and a photo backdrop that corresponds to your chosen princess.

When can we begin set-up for our Princess Party?

Set-up for Princess Parties can begin 10 minutes prior to the start time, and we ask that all guests and items be removed from the party room no more than 10 minutes after the party. Princess parties are frequently booked back-to-back and these time restrictions help ensure that all parties run as scheduled.

What kinds of activities can we expect during the time with the princess?

Your chosen princess will read the party guests her respective princess story, lead a princess craft and sing along, and pose for pictures in front of the provided photo backdrop.

Do we need exactly 15 children to book the party?

No, you can have any number of children up to 15 for the party. The timeframe and schedule of the party is designed to accommodate up to 15 children (including the birthday child), so we ask that no more than 15 children attend.

Where do I go when I arrive at Eola Community Center?

When you arrive for your Princess Party, simply check in at the front desk, and our staff will show you to your party room. A birthday party attendant will also be there to help assist you with unloading any items you have brought for the party.

How long does the Princess Party last, and when does the princess arrive?

Your reservation includes a room rental of one hour and thirty minutes. Your chosen princess will be in attendance for 45 minutes of your party. The princess will attend the second half of parties that occur from 10:00 a.m. – 11:30 a.m. and will attend the first half of parties that occur from 12:30 p.m. to 2:00 p.m.

Can we bring food, drink, cake, etc?

Yes! You have the room for 45 minutes without the princess which leaves time for food, cake, refreshments, etc. We encourage you to bring food items for your guests to enjoy!

I acknowledge that I have fully read and understand the Princess Party Request Form, as well as the FAQs and Guidelines sections. My signature confirms receipt and agreed compliance of these policies and guidelines.

Main Contact Signature

Date