

# BIRTHDAY PARTY CONTRACT

Links & Tees Golf Facility  
Addison, IL 60101  
(630) 233-7275 Option 4

Email: csims@addisonparks.org

2017 Facility Rental Application Form –Parties (Please fill out ALL highlighted areas)

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

Time- Start/ Finish: \_\_\_\_\_

Applicants Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

Phone (home): \_\_\_\_\_ (Cell): \_\_\_\_\_

I hereby accept responsibility for the care of the facility, building and /or property used in accordance with the rules and regulations as set forth by Links & Tees Golf Facility as well as the terms and conditions related to the Addison Park District.

I, the undersigned Facility Rental Applicant, certify that the use to which the Addison Park District facility is put shall fully comply with the provisions of the Americans with Disabilities Act (ADA). I understand that failure to comply with the ADA may result in a forfeiture of facility privileges unless and until the program or use is brought into compliance with the ADA.

\_\_\_\_\_  
Signature of Applicant                      Date                      Staff                      Date

## PARTY INFORMATION and CAKE INFORMATION

**NEW RATES: \$100 Deposit/ \$200 for 10 participants and \$15 per additional participant**

NUMBER OF GUESTS: \_\_\_\_\_

Name on Cake: \_\_\_\_\_

Cake Colors(s): \_\_\_\_\_

Cake Type (circle one):                      Yellow                      Chocolate                      Marble

Frosting (circle one):                      Butter Cream                      Whip Cream                      Chocolate

Special Notes: \_\_\_\_\_

Date Cake Ordered: \_\_\_\_\_ Ordered By (Staff Initials): \_\_\_\_\_

**Note: Three (3) 12" pizzas and three (3) pitchers of soda per 10 person package. Beyond this, additional fees apply. \$15.00 DUE PER PERSON ADDITIONAL CHARGE BEYOND 10 PERSON PACKAGE, ADULTS INCLUDED.**

Cheese Pizza: \_\_\_\_\_ Pepperoni Pizza: \_\_\_\_\_ Sausage Pizza: \_\_\_\_\_

50% Deposit due at signing. Balance of charges to be paid the day of the event, unless otherwise notified. A NON REFUNDABLE security deposit of at least \$100 or 50% (whichever is greater) is required to reserve the party.

Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Visa: \_\_\_\_\_ MasterCard: \_\_\_\_\_ Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**BALANCE DUE DAY OF PARTY**

**Links and Tees Golf Facility  
Facility Room Rental Application  
Terms and Conditions**

Facility Rental Applicants are responsible for compliance with all Links & Tees Golf Facility and Addison Park District rules and regulations in addition to the terms and conditions related to Facility Rentals.

1. All functions conducted in the Links & Tees Facility must be in accordance with the Addison Park District rules, regulations and ordinances, and therefore, any violation of any Addison Park District rules, regulations and ordinances may result in revocation of facility rental.
2. The Facility Rental Applicant shall be completely responsible for the behavior of all participants and for their prompt departure at the end of stated room rental. Minors (16 years of age and under) shall be supervised at all times. **Adults are responsible for the supervision of children (or guests) at all times, both inside the clubhouse and miniature golf. Failure to do so may lead to forfeiture of your rental or additional charges.**
3. The facility is to be left in its original condition.
4. No Links & Tees Golf Facility property or furnishings shall be removed from the facility.
5. All personal property of those using the facility must be removed from the facility upon termination of use.
6. Supplies may not be delivered in advance of the date and time noted on the rental application unless specific permission has been granted by the Facility Manager.
7. Automobiles shall be parked in the designated parking lot.
8. The posting of advertisement of any product or service for sale is not permitted.
9. The Links & Tees Golf Facility must be notified of cancellation at least **72 hours** in advance or a forfeiture of 100% of the deposit will result.                      (initial). Any cost associated with your rental (cake, food, decorations, etc. will also be charged).
10. The Links & Tees Golf Facility is not responsible for loss damage of personal property belonging to those using the facility.
11. No hard balls (i.e baseball, football) will be permitted on the property.
12. Each room Capacity is 24 people. Above 24 people, additional room space will be charged.
13. If any clean up is required to be done by the Links & Tees Golf Facility staff, the person whose name appears as the applicant name shall be held responsible and charged for any excessive materials and labor need to cleanup.
14. **Links & Tees or Catered food only will be allowed in the facility.** For further information contact the Facility Manager. This is due to DuPage County Health Department rules.
15. **All water, soda, beer or wine must be purchased at Links & Tees. No outside refreshments allowed.**
16. Certification of Insurance naming Addison Park District as an additional insured is required for any organization renting this facility.
17. Rules and regulations are subject to change without notice.
18. The Director shall have the authority to revoke an application upon finding a violation of any rule or ordinance, or upon good cause shown. (12.06 revocation Board organization policies).