



Town of Herndon
Herndon Community Center
814 Ferndale Avenue
Herndon, VA 20170
703-787-7300

Date Received _____
Staff Initials _____

BIRTHDAY PARTY REQUEST

Date of Party: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____ E-Mail: _____

Telephone – Daytime: _____ Evening: _____

Birthday Child's Name: _____ Male/Female: _____ Child's DOB: _____

Party Information: Parties are priced for 15 kids or less. There is an additional charge for additional children.

Party Type: select Basic or Plus and select Swim, Play Zone or Sports

Basic Party \$145

Swim

Plus Party \$175

Play Zone Party (Age 5 and under)

Number of children: _____

Sports Party (Ages 6 and up) (add \$25)

Soccer Floorball (hockey)

Number of adult chaperones: _____

Basketball Volleyball

Swim or Play Time: _____ to _____ Party Room Time: _____ to _____

Cakes: A Dairy Queen Ice Cream Cake can be added for an additional charge:

Choices for cake: All Cakes come with standard white icing with chocolate crunch between layers

10" round cake \$28 or 10" x 14" cake \$37

Flavor of Cake: ½ Vanilla & ½ Chocolate or Vanilla

Color of Lettering: (circle one) Pink – Blue – Yellow – Red – Orange – Lavender

Type of Decorations: (circle one) Balloons – Flowers – Hearts – Sports – Airplanes

The undersigned certifies that he/she is familiar with the policies, rules and regulations of the use of the above facilities and that such policies, rules and regulations will be enforced by said user. Said user also accepts responsibility for the actions of each person in the group. The undersigned accepts for the user the full responsibility for any and all damage to the facility caused by said user and for the prompt and proper settlement of claims for such damage.

Signature: _____

Date: _____

FOR OFFICE USE ONLY	
Deposit Received by: _____	Amount: \$ _____ Date: _____
Balance Received by: _____	Amount: \$ _____ Date: _____
Decorations dropped off	
Received by: _____	