



# Korte Recreation Center Party Reservation Form

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www.highlandil.gov

PO Box 218  
1 Nagel Dr  
Highland, IL 62249

PARTY DATE: \_\_\_\_\_

**Please check the pool and gymnasium schedule prior to planning your party.**

**ROOM TIME** (please circle reservation)

Room 2 & 3 (45 maximum)

Room 1 (25 maximum)

Friday: 5:30 - 7pm

6:30 - 8pm

Saturday: 11:30am - 1pm / 4 - 5:30pm

12:30 - 2pm / 3pm - 4:30pm

Sunday: 12:30-2pm / 3 - 4:30pm

1:30 - 3pm

**When do your guests plan to swim?**

\_\_\_\_\_ Before your party room time

\_\_\_\_\_ After your party room time

\_\_\_\_\_ Both

**Open Swim Hours:**

**Friday: 3:30pm - 8:30pm**

**Saturday: 12pm - 5:30pm**

**Sunday: 12pm - 4:30pm**

**All changes to initial food orders need to be called in by 1pm the Wednesday prior to your event.**

Place the number of one topping pizzas, including the 2 in the base package:

\_\_\_ Cheese \_\_\_ Pepperoni \_\_\_ Sausage \_\_\_ Supreme \_\_\_ Other (one topping only) \_\_\_\_\_

**Total #** \_\_\_\_\_ (\$8 for each additional pizza, 10 slices per pizza)

**Cake Wording** \_\_\_\_\_ **Cake Icing Colors (2 max)** \_\_\_\_\_

**Host Name** \_\_\_\_\_ **Association/Group** (if applicable) \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Home/Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Gender:** male / female

**Party Packages include 15 guests, regardless of full facility or party room only guests.**

**Additional charges apply to guests beyond the first 15, including adults.**

**Full Facility Use Guests:** \_\_\_\_\_ (**\$6 for additional**) **Party Room Only Guests:** \_\_\_\_\_ (**\$2 for additional**)

- ✓ Full Facility Use Guests include anyone using the party room and any portion of the facility.
- ✓ Party Room Use Only include anyone entering the party room, but will not use any other portion of the facility.
- ✓ There is no charge for pool-only spectators.
- ✓ KRC membership does not exclude guests from being charged. These guidelines have been set due to the party room not being included in daily admission or memberships. These guests are accessing additional services such as room rental, food, utensils, clean up, etc. A guest list is required prior to the arrival of the first guest.
- ✓ All day admission is included in the package.

**\*\* I have read and understand that I will be charged for additional guests as explained.\*\* Please Initial \_\_\_\_\_**

	<u>PP1</u>	<u>PP2</u>	<u>D1</u>	<u>D2</u>	<u>CC</u>	<u>SC</u>
<b>Member Price:</b>	\$140	\$125	\$125	\$110	\$110	\$10
<b>Non -Member:</b>	\$180	\$165	\$165	\$150	\$150	\$10

**Employee Initials**  
\_\_\_\_\_

**Payment \$** \_\_\_\_\_ **Cash / Check #** \_\_\_\_\_ / **Credit Card**

**\*\*I have read and understood the information on both sides of this form.\*\***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 2023 Party Contract

All Parties Include:

- An hour and a half in the party room
- Utensils such as paper plates, forks, napkins, and cups are provided.
- A staff member will be available to help set up, deliver the food, to sweep up after the party, and to answer any questions. Renters are responsible for clearing all tables and placing trash in trash cans.
- Daily admission for full facility guests using the entire facility
- Admission for party room only guests to use the room during the room contract time

### **IMPORTANT AGE REQUIREMENTS & INFORMATION**

- ♦ One adult is required in the water with proper swim attire for every five children and under 9.
- ♦ Guests not meeting the 48 inch minimum height requirement for the big slide may ride the smaller slide if they are under 9.
- ♦ Guests 16 or older may use the fitness area.
- ♦ When outside of the pool area, guests need to be dried off and dressed.
- ♦ Proper swim attire is required in the pool. Cover ups are allowed.
- ♦ Any spectator must remove their street shoes to enter the pool deck area.
- ♦ Non-marking tennis shoes are required to use the gym. Sandals are not permitted.
- ♦ Lockers are available for daily use. Padlocks are available for purchase or rental at the front desk.

#### **Pizza Pizzazz (PP1)**

-2 Large Pizzas (20 slices)  
-DQ Ice Cream Round Cake  
- Unlimited Soda  
\$140 member \$180 non  
\$8.00 per extra pizza \*

#### **Pizza Pizza (PP2)**

-2 Large Pizzas (20 slices)  
-Unlimited Soda  
\$125 member \$165 non  
\$8 per extra pizza \*

#### **Sheet Cake (SC)**

Upgrade Round Cake  
to Sheet Cake  
\$10

For pizza parties with 23 or more, the additional charge per guest will cover 1 pizza for every 8 guests over the initial 15.

#### **Dogelicious (D1)**

- 1 Hot Dog per guest  
-Unlimited Popcorn  
-DQ Ice Cream Round Cake  
-Unlimited Soda  
\$125 member \$165 non

#### **Dogs Delight (D2)**

-1 Hot Dog per guest  
-Unlimited Popcorn  
-Unlimited Soda  
\$110 member \$150 non

#### **Cake and Cream (CC)**

-DQ Ice Cream Round Cake  
-Unlimited Soda  
\$110 member \$150 non

You may provide:

- Food or drink, other than alcohol, that does not accompany the package
- Utensils if a special theme is desired
- Gifts and games
- Table decorations – Wall decorations are not allowed

\* **You are responsible for cleaning up the majority of the mess so the staff only needs to sweep the floor and wipe off the tables.**

\* **You will be responsible to immediately pay the City of Highland for any and all damages to the facility and/or extraordinary cleaning resulting from party usage.**

\* **By entering the Korte Recreation Center you take full responsibility for your own protection, for the risk that you could contract COVID-19, and for disinfecting your hands.**

\* Cancellations will receive full refund up to two weeks prior to party, half of cost up to two days prior, and no refund beyond two days prior to party.

\* After you have read the above guidelines, please sign and initial the front of this form.



For office use only:  
 Soda: Pepsi / Mt. Dew / Rt. Beer /  
 Dr. Pepper / Sierra Mist / Diet Pepsi /  
 Lemonade / Unsweet Tea

## GUEST LIST - KORTE RECREATION CENTER

Party Host \_\_\_\_\_ Child's Name (if applicable) \_\_\_\_\_

Party Date \_\_\_\_\_ Time \_\_\_\_\_

By entering the Korte Recreation Center you take full responsibility for your own protection, for the risk that you could contract COVID-19, and for disinfecting your hands.

*List all guests that RSVP prior to the party. The guest list may be updated at anytime. Include guests that are members of the Korte Recreation Center. If a guest will be paying their own fee at the front desk, please place an asterisk by their name.*

**FULL FACILITY USE GUESTS** (\$6 fee beyond the first 15 guests) - guests that are participating in the party and using the pool, gym, etc. Reminder: We require one adult for every five children under 9 in the water with proper swim attire.

1.	13.
2.	14.
3.	15.
4.	16.
5.	17.
6.	18.
7.	19.
8.	20.
9.	21.
10.	22.
11.	23.
12.	24.

**PARTY ROOM ONLY GUESTS** (\$2 fee beyond the first 15 guests) – guests that are participating in the party, but *will not* be using the pool, gym, etc.

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.