

**Date of Inquiry:** _____**Party Dates:** _____**Building Preference:**

Choice #1: _____

☐ Spring Creek Education Building

Choice #2: _____

☐ Barn**Party Start Time** (parties are 2 hours in length): _____**Parent/Guardian:** _____**Phone:** _____ **Email:** _____**Address:** _____**What is the best way to contact you?** ☐ Phone ☐ Email**Child's Name:** _____**Age Turning:** _____**T-Shirt Size:** _____**Expected Number of Children at Party:** _____**Age Range:** _____**Expected Number of Adults:** _____**Theme Desired:**☐ Bug Bonanza ☐ Feathered Friends☐ Scavenger Hunt ☐ Wild Things**Are you interested in the kids creating a take-home craft?** ☐ Yes ☐ No

(If not, kids spend additional time on the trails and playing games)

Fees	
Base Fee	\$200
Per Child Fee (after the first 10)	\$10 per child (Due at party)

For Administrative Use Only:**Schedule:**

Staff: _____

_____: Set-Up (30 min)

_____: Program (1 hr)

_____: Food/Gifts (1 hr)

_____: Clean-Up (30 min)

Permit #: _____

Checklist:☐ Calendar☐ RecDesk Entered: _____☐ Paid: _____☐ Calendar Updated☐ Receipt Sent☐ Paid for _____ extra children