



# Birthday Party Request Form

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ JCC Member #: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Child Name: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

Party Date Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ Alternate Party Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*(If 1<sup>st</sup> choice is unavailable)*

Party Time (1.5 hour increments between the hours of 1pm and 6pm): \_\_\_\_\_

Birthday Age of Child: \_\_\_\_\_ Number of expected children at party: \_\_\_\_\_

**Party Activity:**  Sports  Swim  Cooking  Art  Other: \_\_\_\_\_

**Color Options:**  Red  Orange  Yellow  Green  Blue  Purple  White  Black  Pink  
*(Please choose two)*

**Drink Options:**  Apple Juice  Lemonade  Fruit Punch  Water  
*(Please choose two)*

**Cake Batter Options:**  Chocolate  Vanilla  Marble

**Cake Frosting Options:**  Chocolate  Vanilla

**Opening gifts at the party:**  Yes  No

**Message to be printed on cake:** \_\_\_\_\_

**Cake design requests:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

### For Office Use Only

Deposit \$100.00  Additional Staff (\$25.00)  Additional Supply Fees: \$ \_\_\_\_\_

Additional Cake Cost: \$ \_\_\_\_\_  Additional Entertainment Fees: \$ \_\_\_\_\_

SUBTOTAL: \$ \_\_\_\_\_

Check #: \_\_\_\_\_  Cash

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Room Reserved: \_\_\_\_/\_\_\_\_/\_\_\_\_ Room #: \_\_\_\_\_  Cake Ordered: \_\_\_\_/\_\_\_\_/\_\_\_\_

Staff: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

Final confirmation with family: \_\_\_\_/\_\_\_\_/\_\_\_\_  Deposit Processed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Final # of Children attended: \_\_\_\_\_  Final amount to be charged (less deposit): \$ \_\_\_\_\_