Frequently Asked
Birthday Party Questions

What is included in my birthday party fee?

My activity of choice for one hour —party room for the full timeframe of the party—part host dedicated to your party—a t-shirt for the birthday child

What should I bring to the party?

Any food and drink (non alcoholic beverages only) that you wish to serve at your event to your guests—Our party attendant will assist with items that need refrigeration—All paper products, cups, plates, napkins, silverware, and all serving utensils needed for your food service-
Climbing Wall Waivers—for all climbing parties.

I want an easy party. What do you suggest?

Many parties enjoy their activity and enjoy cake, ice cream, and open gifts in the party room.
If you choose to serve food, you can order and have food delivered to make it easy for you.
Nearby food options can be found on the back of the FAQ sheet.
You may also bring in any other food that you wish to serve to your guests.

How long do I have in the party room?

You will hove the party room for the entire time of your party. Your activity is a specific timeframe, but your are welcome in the room for the duration of your party to open gifts, eat cake/ice cream, and any food that you wish to serve to your guests. The party rooms **DO NOT HAVE ANY SPECIAL BIRTHDAY DECOR** so you may bring your own decorations.

What is the role of the birthday attendant in my party?

Meet and greet the guests in the front lobby upon arrival-Assist parent with any set up the birthday room and assist in clean-up after the party-Assist parent, if needed, with food service during party—Collect gifts, food, decorations and store until party room is open—keep parties running smoothly and on time–
Your dedicated host will be able to assist you with your party—Please share any needs you have upon arrival

What is the role of the parent host for my party?

In the party room, it is your own rental time to serve food, cake, open gifts—You will also be responsible for general clean up in the party room—Clearing tables of all garbage—Removing all items that you brought with you upon leaving—The room should be left how you found it—We will ask that you communicate the details of your event, regarding your food service will be in the email the week of your party and with your party host

What if I need to cancel my party?

Any party cancelled after 4 days of booking will be charged a $100 cancellation fee

COVID GUIDELINES FOR BIRTHDAY PARTIES

BUFFET STYLE SERVICE IS DISCOURAGED.

PLEASE SERVE GUESTS INDIVIDUALLY OR PROVIDE PREPACKAGED ITEMS.

MAXIMUM 30 GUESTS IN THE PARTY ROOM.

ALL UNVACCINATED GUESTS AND CHILDREN 2-11 YEARS OF AGE SHOULD WEAR MASKS IN OUR FACILITY - EXCEPT EATING/DRINKING/SWIMMING

HAND SANITIZER WILL BE AVAILABLE AND ROOMS SANITIZED BETWEEN PARTIES

CONTACT AMY SPOONER AT 847-531-7013 OR
SPOONER_A@CITYOFELGIN.ORG
FOR MORE INFORMATION

Local Food Options

Danny's Pizza
231 Douglas Avenue
Elgin 60120
847-742-5400
www.dannyspizzaelgin.com

Papa John's
1825 Larkin Avenue
Elgin 60123
847-760-6464
www.papajohns.com

Subway
Cobblers Crossing Plaza
1030 Summit Street
Elgin 60120
847-841-6699
www.subway.com

Panera Bread
2484 N. Randall Road
Elgin 60123
847-426-7000
www.panerabread.com

Jimmy John's
Downtown Elgin
50 Grove Street
Elgin 60120
847-888-2400
www.jimmyjohns.com

Blue Box Cafe
Downtown Elgin
176 E. Chicago Street
Elgin 60120
847-697-2583
www.theblueboxcafe.com

**You can bring in any food/drink that you wish to serve at your party.
No alcoholic beverages allowed. You will need to supply all plates, cups, napkins, and silverware, including SERVING UTENSILS, needed for your guests.
There will be refrigerator and freezer access, if needed.**

**If you are having food delivered, we suggest the delivery time to be 15 minutes BEFORE your scheduled room time to ensure it is ON TIME for your party.
Late food delivery will not result in additional time in our party room.**

Please call us at 847-531-7013 with any questions.