

# Frequently Asked Birthday Party Questions



## What is included in my birthday party fee?

My activity of choice (pool, sports, climbing)— Party room for the full timeframe of the party—party host on site for all parties—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 host can assist with items that need refrigeration/freezer —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 have the party room for the entire time of your party. Your activity is a specific timeframe, but you 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—keep parties running smoothly and on time- host will be able to assist you with your party but will be helping all parties booked that day—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. Parents also lead the sports activity in the gym if you choose the Sports Party option.

## What if I need to cancel my party?

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



PARTY ROOM CAPACITY—40 GUESTS—INCLUDES ALL CHILDREN & ADULTS

PARTY INCLUDES 20 CHILDREN FOR THE ACTIVITY—ADDITIONAL CHILDREN MAY BE ADDED FOR \$10 EACH FOR ANY ACTIVITY

PARTIES ARE BOOKED [ONLINE](#) OR IN PERSON AT THE CENTRE OF ELGIN

FULL PAYMENT IS DUE UPON BOOKING

CONTACT AMY SPOONER AT 847-531-7013 OR [SPOONER\\_A@CITYOFELGIN.ORG](mailto:SPOONER_A@CITYOFELGIN.ORG)  
FOR MORE INFORMATION



## Local Food Options

Danny's Pizza  
231 Douglas Avenue  
Elgin 60120  
847-742-5400  
[www.dannypizzaelgin.com](http://www.dannypizzaelgin.com)

Papa John's  
1825 Larkin Avenue  
Elgin 60123  
847-760-6464  
[www.papajohns.com](http://www.papajohns.com)

Subway  
Cobblers Crossing Plaza  
1030 Summit Street  
Elgin 60120  
847-841-6699  
[www.subway.com](http://www.subway.com)

Panera Bread  
2484 N. Randall Road  
Elgin 60123  
847-426-7000  
[www.panerabread.com](http://www.panerabread.com)

Jimmy John's  
Downtown Elgin  
50 Grove Street  
Elgin 60120  
847-888-2400  
[www.jimmyjohns.com](http://www.jimmyjohns.com)

Blue Box Cafe  
Downtown Elgin  
176 E. Chicago Street  
Elgin 60120  
847-697-2583  
[www.theblueboxcafe.com](http://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.**