



Black Bear Academy – Chicago Private
1801 West Byron
Chicago, Illinois 60613
2015-2016



Black Bear Birthday Party Parent Questionnaire

Child's Name:

DOB:

Current Black Bear Program:

Parents Names:

Primary Parent email contact:

Primary Parent phone number:

1. Approximately how many children will be attending the party?

(There is a maximum of 15 children, including siblings. Babies under two years of age do not need to be included in the total but the number of children under two must be specified so that we can set up an area for Lil' Guy play!)

2. If we are able to accommodate your request regarding staff working your event, we would like to do so. Do you have any specific staff members that you would like to work your event?

3. Will you be bringing food and drinks? If so, please describe. You will need to bring ice if using the drink cart

4. Will you be bringing decorations for the party? If so, please describe.

5. Will you be having any food delivered directly to Black Bear? If so, what time is the delivery scheduled? Do you plan to have any food delivered and stored here prior to the party date? If so, two small refrigerators are available.

6. What date and two-hour time range would you prefer for your child's party?

7. While you are welcome to use our facilities for gift-opening, most of our families prefer to take advantage of our gym facilities during their short time here and open gifts at home. Would you like to have your child open gifts at Black Bear during the designated party time?

8. We require payment in advance to reserve Black Bear for your private party. Please make your arrangements and payment at reception. Please let us know if you would like us to charge your tuition express account. Please remember, once your party is scheduled and paid for there can be no refunds if less than thirty days' notice is given.

9. Please describe any other important details about your plans for your child's party that you have not already detailed in this form.

10. Will you be adding any extra services? If, yes, please circle which ones.

Popcorn Machine-\$51.00

Snow Cone Machine-\$51.00

Bouncy House -\$102.00

Live music- 30 minutes-\$102.00 (if available and work opportunity is accepted)

We are so happy that you have chosen to have your child's birthday party with us and we will do everything we can to make it a fun and memorable event! Please contact us with any questions, concerns, or requests.

Please keep in mind, you are welcomed to tip hosting staff members if you feel their work merits acknowledgement above and beyond their weekend pay.

Sincerely,

Black Bear Staff

