



2021 Art Parties

Customize the party
to what your child would like to make.



PARTY PLANNING & PREPARATION

Items To Bring:

- Cake, food & drink, tablecloths, plates, cups, utensils
- Decorations, candles, lighter/matches & party favors

We Supply:

- Room, tables, chairs, trash cans, sink, smocks/aprons

Please leave at home:

- Pets, noise makers and alcohol
- Messy decorations or crafting supplies such as confetti, piñatas or glitter

PARTY SCHEDULE

15-30 Minutes before Party:

- Check in with front desk staff upon arrival
- Set up/decorate party room
- Meet and greet your guest as they arrive

1 Hour in Art Classroom:

- Instructor will lead the group to the art room
- Children observe a project demo then work on their own
- Last 5 minutes: Wash up

Last Hour:

- Return to the party room to celebrate
- Instructor will deliver the projects to the party room



ART PARTY PACKAGES: AGE 3-15

Package One – 2D Art Project:

- 1 to 12 Children
- Create a flat two-dimensions art project using different paper, pencils, pastels, glue and more.
 - The parent and birthday child will help determine the project.
 - The instructor will mount all projects with a paper mat.

Package Rate: \$250

The package includes the party room and art room rental, setup, instruction, cleanup for the art project and all necessary art supplies.

Package Two – 2D Art Project:

- 13 to 20 Children*
- This is the same as Package One, but for a larger party!

Package Rate: \$275

The package includes the party room and art room rental, setup, instruction, cleanup for the art project and all necessary art supplies.

Package Three: – 3D Art Project:

- 1 to 12 Children
- Create a sculptural three-dimensional art project using clay, wood, wire, paint and more.
 - The parent and birthday child will help determine the project.
 - If ceramic clay is used the art instructor will contact you approximately 10-days after the party to pick up the artwork.

Package Rate: \$315

The package includes the party room and art room rental, setup, instruction, cleanup for the art project and all necessary art supplies.

Package Four: – 3D Art Project:

- 13 to 20 Children*
- This is the same as Package Three, but for a larger party!

Package Rate: \$350

The package includes the party room and art room rental, setup, instruction, cleanup for the art project and all necessary art supplies.

*Additional children may require a second paid art instructor.



WILMETTE PARK DISTRICT

CENTER FOR THE ARTS

COMMUNITY RECREATION CENTER
3000 GLENVIEW RD., WILMETTE 60091
847-256-9686 | WILMETTEPARK.ORG



FREQUENTLY ASKED QUESTIONS

Q: We aren't sure how many invited guests are planning to come to our party?

A: We highly suggest you reserve the party for the maximum amount of people you could have. The final count of participants is due the Thursday before your party by noon.

Q: I have questions for the instructor, how do I reach them?

A: Once the party has been booked an instructor will contact you by phone or email to decide on your art project and answer questions.

Q: We want to invite a child not in the age range of the party participants, is that okay?

A: The art instructor will always do his/her best to accommodate. If you know of children who are younger or older, please let the instructor know so they can modify the project as needed.

Q: Can we have two birthday children in one party?

A: Of course! When you book the party, please add a note stating there are two birthday children in the package.

Q: Will staff members set up the room before the party? When can I decorate the party room?

A: We will have the requested number of chairs and tables ready upon your arrival. You will have access to your party room starting 30 minute prior to the party to decorate. You can also decorate during the 1-hour art project.

Q: How early should I tell my guests to arrive?

A: Please ask them to arrive ten minutes prior to your scheduled party. Make sure to include our address:
3000 Glenview Rd., Wilmette IL, 60091

Q: Why do we start the party with the art project?

A: We always start the party with the art project to allow the instructor time to mount any projects or give the projects time to dry.

Q: Can I see an example of what the children will be creating?

A: Yes, the art instructor will have a sample to view the day of the party. You may request to see an example via email beforehand.

Q: Do we bring home the art projects from the party?

A: Yes, the instructor will deliver the art projects to your room before the end of the party. Exception is for a ceramics party - the art instructor will contact you approximately 10-days after the party to pick up the dried/fired artwork.

Q: Can adults create the art project too?

A: Adults are always encouraged to help their child with their project.

Q: Is there a refrigerator?

A: If needed, there is an accessible refrigerator in the kitchen on the first floor.

Q: Can I spend more than the designated time in the art room or the party room?

A: Sorry, but we cannot extend the time in the art room or the party room.



ART PARTY AGREEMENT

Reservation/Payment Information:

- Each additional instructor is \$75.
- The total party number must be provided no later than the Thursday prior to the event by noon. The total number of participants cannot increase after this time unless approved by the instructor.
- Payment in full to be received at time of the party reservation.

Party Details & Format:

- Guests are not allowed into party room until host arrives.
- Participants must be within 3-15 years old.

Food, Drink & Party Room Policies:

- Host is responsible for providing party food, drink, cake, decorations, tablecloths and tableware.
- No alcohol is allowed at the party or on Park District premises.
- Food and drinks are allowed in the Party Room only.
- Host is encouraged to decorate the Party Room 15-30 minutes prior to the party and/or while kids are in the art room. Sticky tack is the only acceptable adhesive to decorate the party room. Pins may be used on the bulletin boards.
- The party's host parent is responsible for all children attending the party and must wait until all party children are picked up.
- There is a room incidental charge up to \$100 if damage occurs.

Art Room Safety Rules:

- Children must listen and follow directions given by the instructor.
- No food, gum, or drinks in the art room.
- Shoes must be worn at all times.
- Wear appropriate clothing that can get messy. The Park District does not take responsibility for art party related stains on children's clothing.
- If any of the participants have special needs, please inform the art instructor before the party begins.
- If at any time a child exhibits inappropriate verbal or physical behavior that compromises their safety or the safety of another child or staff members, the child will be dismissed from the party.

**Visit our website
to fill out an inquiry form:**

WILMETTEPARK.ORG/CRC-PARTY-REQUEST-FORM