

## DANCE PARTY PACKAGE

1 to 15 children. Guests will enjoy an hour of dancing in one of studios with a dance instructor. The parents will help determine the dance theme to the party with the creative assistance from the dance instructor. Following the instruction, guests can enjoy food, drinks, and dessert provided by the party host for the second hour in one of our party rooms. Age categories for a party are:

- 3-5 years old
- 6-9 years old
- 10 & up

### Package Rate: \$250

Includes: Dance and party room rentals and dance instruction.

*\*Additional children will require a second paid dance instructor. Please contact us for further details.*



## PARTY PLANNING AND 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

### Please leave at home:

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



## PARTY SCHEDULE

### 15-30 Minutes before Party:

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

### 1 Hour in Dance Studio:

- Instructor will lead the group to the dance studio
- Warm ups, across the floor technique and a dance routine will be taught
- Last 5 minutes: "Game Time"

### Last Hour:

- Return to the party room to celebrate



## WILMETTE PARK DISTRICT

# DANCE PARTIES

### Give your kid a celebration to remember:

- Learn dance techniques
- Practice a new dance routine
- Play games
- Celebrate in the party room



## WILMETTE PARK DISTRICT

### CENTER FOR THE ARTS

COMMUNITY RECREATION CENTER  
3000 GLENVIEW RD., WILMETTE 60091  
847-256-9688 | WILMETTEPARK.ORG



## DANCE PARTY AGREEMENT

### Reservation/Payment Information:

- Each additional instructor is \$65.
- Total party number must be provided NO LATER THAN noon the Wednesday prior to the event. The total number of participants cannot increase after this time unless approved by birthday party coordinator and additional instructor is secured.
- Contact: 847-920-3927 or jnichols@wilpark.org

### Party Details & Format:

- Guests are not allowed into party room until host arrives.
- Participants must be within 3-15 years old.
- Dance staff will escort party children into the studio for planned dance activity.
- Only party parents permitted in the dance studio.
- After planned dance activity, Dance staff will escort party children and adults into the Party Room for the celebration.

### 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 dance 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 for damage.

### Dance Studio Safety Rules:

- Only children in the party are allowed in the studio.
- Children must listen and follow directions and safety instructions given by Dance instructor.
- No food, gum, or drinks in the dance studios.
- No jewelry allowed.
- Long hair (boys & girls) must be tied back away from the face.
- Wear appropriate gym clothing. Bare feet or clean gym shoes only inside the dance studios.
- There is no hanging on bars, banging of the mirrors or destruction of dance props allowed.
- 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.
- If any of the participant have special needs, their parents (or guardian) may accompany them in the dance studio. Please inform our instructors before the party begins.

**PLEASE CONTACT JULIE NICHOLS WITH ANY DANCE PARTY QUESTIONS:  
847-920-3927 OR JNICHOLS@WILPARK.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: 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: What kind of dance style do I choose?***

A: We have found it best for the parent to discuss any requests from the child. Parents usually go off the theme of the birthday party. Here are some examples:

- Ballet Party
- Kidz Bop Hip Hop Party
- American Girl Doll Party
- Princess Ballet Party

*\*We do not instruct acrobatic or tap parties.*

### ***Q: Who will be teaching the dance portion of the party?***

A: Our friendly staff members are fully trained in numerous dance styles. If you have any requests as to who will be instructing the party, please make a note to the employee scheduling the party.

### ***Q: I have questions for the instructor, how can I reach them?***

A: Once the party has been booked an instructor will contact you by phone or email to work with you on a dance theme and answer any questions.

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

A: The party activities are going to be geared toward the age category selected for the party. Participants outside the age category may find the activities either too challenging or too easy; however, with the party host's approval, we will allow them to participate. We do not allow anyone under the age of 3 or over the age of 15 to participate. The only exception is the birthday child sibling.

## FREQUENTLY ASKED QUESTIONS CONT.

### ***Q: Will this be challenging for all kids?***

A: We will try to challenge all kids according to their abilities.

### ***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: I have two children's birthdays to celebrate but they are in separate age categories, can we combine their parties?***

A: We can be creative! We can work with you to find a solution that will create a great party for both children.

### ***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 dance portion.

### ***Q: Can the first hour be in the party room?***

A: No, we have found that a belly full of food is not good before any dance activity.

### ***Q: How do we take pictures of the party?***

A: Party Mom/Dad is welcome in the dance studios during the event and is allowed to take pictures. Guest parents and adults must wait in the party room until the dance portion has finished.

### ***Q: Can I spend more than the designated time in the dance studio or the party room?***

A: We're sorry but we cannot extend the time in the dance studios or the party room.

### ***Q: Is there a refrigerator?***

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

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

**WILMETTEPARK.ORG/CRC-PARTY-REQUEST-FORM**