

GENERAL INFORMATION

- Please initiate your birthday party request **4-6 weeks in advance** of your preferred date. Have 2 dates in mind, your preferred date and an alternate date.
- **A \$200 security deposit is required to book your party.** This will be accepted in the form of a credit card number – Visa, Mastercard or Discover. The card will not be processed but assures UDP&R that you will return the permit on time with full payment, follow program guidelines, adhere to facility rules and abide by general township regulations as printed on the permit.
- **Party payment options:** cash, check, Visa, Mastercard or Discover.
- **Birthday parties are confirmed when** UDP&R secures the date, time, Party Leader and assistant. You will receive a **phone call from UDP&R** indicating the confirmed party date and time; a **UDP&R permit** will follow in the mail.
- **When you receive your permit,** please...
 - ❖ check the information for accuracy – call UDP&R immediately if there is an error or change
 - ❖ sign the permit at the bottom
 - ❖ return the WHITE COPY only with full payment or credit card # by the date listed on the front
 - ❖ keep the PINK COPY for your records.
- **Birthday Party Package Price includes:**
 - ❖ Party Leader and assistant
 - ❖ Small Party Bag for each child
 - ❖ Activity Supplies
 - ❖ 2-hour Room Rental plus 30 mins. setup/cleanup
- **Host Family** provides cake/cupcakes, ice cream (you will have access to a freezer) and juice to be served after activities, if desired. Host Family also provides party favors, paper goods and decorations. Host Family is asked to help provide supervision throughout the event.
- **Party Add-ons** such as Dixie cups, juice boxes and plastic table covers are available for additional fees.
- **Cancellation Policy:**
 - ❖ Host is entitled to a full refund if the party is canceled (1) by UDP&R staff or (2) due to extreme weather conditions.
 - ❖ Cancellation by the Host 6-10 business days before the event results in a \$25 cancellation fee plus a \$5 administrative fee.
 - ❖ Cancellation by the Host 5 or less business days before the event results in a \$50 cancellation fee plus a \$5 administrative fee.



FAQ's

- 1. Can I decorate the room for my child's party?**
Sure! The room is available 15 mins. before the party for you to decorate and set tables. You may bring balloons, streamers and/or a banner. Masking tape is provided; no tacks or staples. You are responsible to remove decorations at the end of the party. A UDP&R sign will be placed outside the building indicating the location of the entry door leading to your party. NO CONFETTI or SILLY STRING.
- 2. If I would like the room for more than the time allotted for the party, maybe for additional entertainment, is that possible?**
Yes – if no other parties/activities are scheduled before or after your party. You will need to let us know when you request the date if you would like additional time and for what reason. The charge is \$50 per hour.
- 3. May I serve my guests birthday cake and a beverage?**
Sure! The Host Family is responsible for supplying the birthday cake or cupcakes, juice or soda and/or ice cream to serve guests. There is a short block of time allotted following the activity period to serve cake and ice cream. A refrigerator and freezer are available for your use on the day of the party along with a sink. The stove and microwave are not available for use.
- 4. Who supplies paper products and plastic goods?**
The Host Family is responsible for supplying table covers, cups, plates, napkins, serving utensils, eating utensils and candles. Trash bags and cleaning supplies are provided.
- 5. Should we plan to open gifts at the party?**
Sure! There is a 15 min. block built into the end of the party for the birthday child to open gifts. Please inform the Party Leader if you prefer that gifts are not opened at the end of the party.
- 6. Who are the Party Leaders?**
UDP&R supplies trained experienced adults to lead your party. Each leader is someone who works for UDP&R in other programs and is familiar with the facility. Party Leaders and supervisors are trained to make this day fun for your child *and* you!

FACILITY USE REGULATIONS

1. Please be familiar with all regulations printed in this brochure as well as those found on the back of the UDP&R permit. Please ask questions if you are unsure.
2. The following are NOT PERMITTED on or in township premises: (1) dogs (2) alcoholic beverages (3) smoking.
3. Only rooms reserved for the party may be used or accessed by party guests.
4. Repair or replacement of township property or equipment damaged, broken or vandalized during the course of the party will be at the sole cost of the permit holder (host).

UDP&R BIRTHDAY PARTY PACKAGES 2012 INFORMATION GUIDE for ...

CREATIVE & MESSY PLAYTIME BIRTHDAY PARTIES



Let Upper Dublin Township's Department of Parks & Recreation provide fun activities for your child's next birthday party!

- ❖ Messy Play Time best suited for children ages 2-4
- ❖ Creative Play Time best suited for children ages 5-10
- ❖ Party is designed for up to 12 guests, including Birthday child
- ❖ Parties are held in the EPI Center
- ❖ Parties are 2 hours in length
- ❖ Parties may be scheduled weekdays/weekends after 9am
- ❖ Fees are \$185 / Upper Dublin Resident
\$235 / Non-Resident
(parent or child must reside in Upper Dublin to receive resident rate)

(215) 643-1600 x3443

Complete the information requested & return this panel only with your permit & payment.

Birthday Child's Name:

Date & Time of Party:

Child is turning age: _____ in Grade: _____

Child's School: _____

Birthday Child is a BOY GIRL

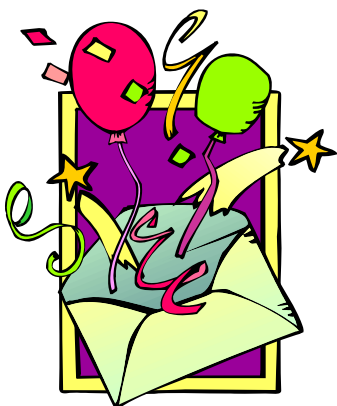
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I would like the following 4 activities at my party. I understand that we will have all 4 of these activities - adding 1 more selected by the leader.

1. _____
2. _____
3. _____
4. _____

ALTERNATE ACTIVITY

5. _____



UDP&R ACTIVITY LIST

	Scented Clay
	Finger Paints
	Tissue Butterflies
	Marble Paints
	Noodle Necklaces
	Decorative Puzzles
	Sponge Paints
	Fruit Loop Necklaces
	Pudding Painting
	Jello Painting
	Stencils
	Stamp Art
	Tie dye - must provide items to be dyed*
	Sand Art*
	Decorated Flower Pots*

***THESE ACTIVITIES ARE FOR CHILDREN 5 YEARS AND OLDER. PLEASE DO NOT SELECT THESE ACTIVITIES FOR PARTIES WHERE THE PARTICIPANTS ARE YOUNGER THAN 5 YEARS OF AGE.**

PLEASE NOTE: Most activities use washable paints/markers/art supplies. Please keep in mind that just because it says it's washable, it doesn't necessarily mean that! Please warn your guests to come prepared to get "messy" and to dress appropriately. Encourage them to wear old clothes and bring a smock, if desired.

