

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, assistant and supervisor
 - Small Party Gift for each guest
 - Access to UDP&R supervised use of gym equipment
 - 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 will be 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 there are no other parties/activities 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 block of time allotted following the activity period to serve cake and ice cream. A refrigerator is available for your use on the at the party along with a sink.
- 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. If you choose not to open gifts, our staff will be prepared with a fun party game.
- 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 2010 INFORMATION GUIDE for a...



"FUN-NASTICS" BIRTHDAY PARTY



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

- ❖ Fun-nastics Parties are best suited for children ages 4 – 8
- ❖ Party is designed for 10-12 guests
- ❖ Parties are held at the EPI-Center
- ❖ Parties are 2 hours in length
- ❖ Parties may be scheduled throughout the week and also on weekends from 11am to 3pm

FEES	U.D. Resident	Non-Resident
<i>Fun-nastics</i>	\$170	\$220

(parent or child must reside in Upper Dublin to receive resident rate)

Fun-nastics Parties



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

Preferred Sport: _____
(Fun-Sports party only)

Number of expected guests: _____

Please list any other information that may help UDP&R make your child's party unforgettable:



Fun – nastics Parties

Fun-nastics Parties are specifically designed for children ages 4-8 years. Children will participate in games, songs and activities in the Fun-nastics room with "Miss Diane". Fun-nastics activities generally last an hour and fifteen minutes and the remaining time is for cake, juice and/or ice cream. You may also choose to open gifts or have your child's guests engage in a fun party game, if time allows. Each child will receive a small party favor from UDP&R. The host parents are expected to stay and assist the staff with the party.

Children will participate in a variety of *basic* gymnastic activities. These may include simple floor exercises, walking on a three-foot high balance beam, easy uneven bar maneuvers, jumping over the pommel horse and other fundamental gymnastics skills. Children need no gymnastics experience to participate in these activities. Adding to all of the excitement, children will be able to show off their moves with fun dancing (i.e. limbo macarena, chicken dance and even the hokey pokey). Parachute activities and hula hoop games may also be played.

