

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 Pavilion Rental plus 30 min. 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 party bags, Dixie cups, plastic table covers and juice boxes 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 area for my child's party?

The pavilion is available 15 mins. before the party for you to decorate and set tables. You may bring table covers, centerpieces, plates, napkins, cups & accessories. Masking tape is provided (if needed); no tacks, scotch tape or staples. You are responsible to remove decorations at the end of the party. **NO CONFETTI, BALLOONS, PINATAS or SILLY STRING.**

2. If I would like the area 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 and the entertainment is subject to approval.

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.

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 areas 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).



"Community Parks & Recreation for a Lifetime"

UDP&R BIRTHDAY PARTY PACKAGES 2010 INFORMATION GUIDE for a...

GEOCACHING BIRTHDAY PARTIES

BE ACTIVE ON YOUR BIRTHDAY



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

- ◆ Best suited for children grades 5-8
- ◆ Party is designed for up to 20 guests
- ◆ Parties are held at Robbins Park
- ◆ Parties are 2 hours in length
- ◆ Parties may be scheduled weekdays after 4 pm/weekends after 9am

Fees for up to 20 children:

\$180 / Upper Dublin Resident*
\$230 / Non-Resident

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

Party Add-ons:

Juice Boxes \$5.00/doz.
Dixie Cups \$4.00/doz
Tablecloths \$10.00/4



www.upperdublin.net
(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 is a: BOY GIRL

Child's School: _____

Has the birthday child ever been to Robbins Park?
YES NO

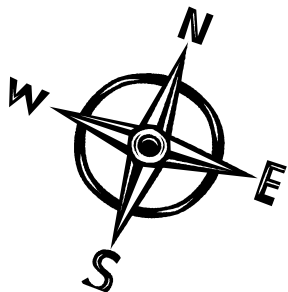
If YES, what is one place they like at Robbins Park?

If NO, what is of special interest to your child in nature?

Is there a specific theme the party is to be based around? (Ex. Popular TV show) YES NO

If YES, what is the theme?

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What to expect at the party?

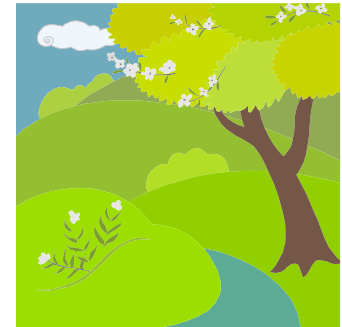
The party begins with an introduction to geocaching and how to use a handheld GPS unit. After learning the basics of operating the GPS unit, the party leader will lead the group in finding the first geocache. From there, party-goers will work in small teams to navigate an outdoor geocaching course at Robbins Park.

Teams will discover hidden geocaches all over the park. A theme, such as a popular TV show, can be integrated into any party. There will be time to serve birthday snacks and open gifts, if desired. Time permitting, a fun team game will be played at the end of the party.

All party-goers should wear comfortable shoes and dress for activity and the weather.

What is geocaching?

Geocaching is a worldwide scavenger hunt that requires one person to hide a geocache (usually a water-tight container), who then posts the location of the geocache online so others can find it. For the birthday party, a temporary course is created - nothing is posted online.



Robbins Park

A birthday party at Robbins Park is a unique way to celebrate your child's special day. The Robbins Park objective is to offer programs with a primary focus in environmental education with an exciting hands-on approach. All ages will learn about good stewardship of the earth while discovering the wonders of science and nature in a beautiful outdoor setting.