

## 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
  - ❖ Supplies for the length of the Activity
  - ❖ 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 area for my child's party?

The room 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 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).

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

# LITTLE CHEFS BIRTHDAY PARTY



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

- ❖ Best suited for children ages 5-12
- ❖ Party is designed for up to 12 guests
- ❖ Parties are held at the EPI•Center
- ❖ Parties are 2 hours in length
- ❖ Parties may be scheduled weekdays after 4 pm/weekends after 9am
- ❖ **Fees for up to 12 children:**
  - \$195\* / Upper Dublin Resident
  - \$245\* / 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

\*additional fees for food selections

**(215) 643-1600 x3443**



## UDP&R LITTLE CHEFS BIRTHDAY PARTIES

### UDP&R MENU SELECTION

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

Birthday Child's Name:

\_\_\_\_\_

Birthday Child is a  BOY  GIRL

Date & Time of Party:

\_\_\_\_\_

Child is turning age: \_\_\_\_\_ in Grade: \_\_\_\_\_

Child's School: \_\_\_\_\_

Are there any specific food allergies or requests that need to be made?

\_\_\_\_\_  
\_\_\_\_\_

Please request (1) Appetizer (A1 - A3) (1) Main Course (M1 - M6) and (1) Dessert (D1 - D5) and an alternate for each.

A	
Alt.	
M	
Alt.	
D	
Alt.	

A1	NACHO BITES	\$7.50
A2	CHEESE DREAMS	\$5.00
A3	MINI PIZZA ROUNDS	\$5.00
M1	CHEESE QUESADILLAS	\$10.00
M2	CHICKEN RANCH ROLL-UPS	\$10.00
M3	TUNA MELTS	\$10.00
M4	CHICKEN FINGERS	\$10.00
M5	PIZZA BAGELS	\$10.00
M6	IMPOSSIBLE CHEESEBURGER PIE	\$10.00
D1	CARMEL APPLE SUNDAE	\$7.50
D2	COOKIE PIZZA	\$7.50
D3	CHERRY DELIGHT	\$7.50
D4	MUDD	\$10.00
D5	CINNAMON ROLL-UPS	\$7.50
D6	MONKEY BREAD	\$7.50

\*Party Leaders will do their best to accommodate any special requests. These requests are subject to change depending on weather, special projects, other groups use, time, interest and any other conditions which are determined by UDP&R.

PLEASE NOTE: Most activities will involve some sort of food. Please keep in mind that we may get a little "messy" while cooking. Warn your guests to come prepared to get "messy" and to dress appropriately. Encourage them to wear old clothes and bring an apron/smock/old shirt.

We encourage children to participate in all aspects of cooking including, preparation, measuring, preparing, presentation and clean up. If a child in your party does not want to eat any of the prepared food, he/she will be encouraged to participate with the rest of the group and can take their treats home to share with family and/or friends.

