

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 regarding changes/errors 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 Gift for each guest
Activity Supplies
2-hour Room Rental plus 15 mins. setup and 15 mins. 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, decorations and paper goods including 5 table covers (Dollar Store variety). **For New Games, Host Family must provide 1 adult player/4 children.**
- **Party Add-ons** such as 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 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 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 a...

"NEW GAMES" BIRTHDAY PARTY



"Giants, Elves & Wizards"

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

Best suited for children grades 1-5

Party is most successful with a min. 16 young guests (count includes the Birthday child) – **parent must arrange for 1 adult helper/game player for every 4 children in attendance**

Parties are held in the Upper Dublin Township Building Community Rooms

Parties are 2 hours in length

Parties may be scheduled Fridays after 3pm –or- Weekends from 9am to 4pm

FEES	U.D. Resident	Non-Resident
Up to 16	\$170	\$220
17 to 28	\$195	\$250

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

(215) 643-1600 x3443

UDP&R NEW GAMES BIRTHDAY PARTY - GAME SELECTION LIST

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: _____
 =====

I marked an "X" in the left hand column next to the 10 games I would like to play at my party. I understand that we will definitely play 6 of these games – and *more* as time permits!

Select no more than 3 games from any one letter group (A, B, C, D, E) and at least 1 game from each group.

	A-1	Front to Front
	A-2	Zoom! / Cars & Drivers
	A-3	Data Processing
	A-4	Giants-Elves-Wizards
	B-1	It's in the Wind
	B-2	Little Ernie
	B-3	Skin the Snake
	C-1	Shoe Factory
	C-2	Human Sculpture
	C-3	Alphabet Relay
	D-1	Noah's Ark
	D-2	In My Face
	D-3	Facts in Five
	E-1	Spirals
	E-2	A Word that Rhymes with...
	E-3	Human Knots

UDP&R NEW GAMES DESCRIPTIONS

New Games are best played in larger groups. All games are appropriate for every age...even parents and grandparents! Older players assist younger players and vice-versa! It's all in the name of fun!
"PLAY HARD. PLAY FAIR. NOBODY HURT."

(A-1) Front to Front
 Partners match up body parts suggested by the caller. On "switch," players quickly find new partners leaving one unmatched player who becomes the new caller.

(A-2) Zoom! / Cars & Drivers
 In pairs, one partner is the car (eyes closed) and the other the driver – guiding the car around the floor. Defensive driving is the order of the day!

(A-3) Data Processing
 In groups of 5 or 6, players move as quickly as possible to arrange themselves according to various patterns called by the Leader. How fast can YOUR group manipulate the data?!

(A-4) Giants – Elves - Wizards
 This is a twist on Rock-Paper-Scissors. Team strategy is necessary as you attempt to outwit and outplay the other team! Giants beat Elves, Elves beat Wizards, Wizards beat Giants...on the count of 3...

(B-1) It's in the Wind
 Players sit in a circle with spots marked by their shoes. There is one less spot than players. A caller in the center gets people to move by saying, "It's in the wind for all people who _____." Anyone who fits the description must find a new spot to sit in the circle – the last person standing becomes the new caller.

(B-2) Little Ernie
 Players break up into lines of 5 with each person taking on a character and associated action contained in a short story about "Little Ernie" told by the Leader. When a character's name is called, players spring into action!

(B-3) Skin the Snake
 This relay game divides players into 2 to 4 teams. Players hold hands with the person in front of them (through their legs) and move backwards as fast as possible to "skin the snake" from front to back.

(C-1) Shoe Factory
 All players place their shoes in a pile in the center of the room. An explosion at the factory sends shoes a-flyin! How long will it take for players to find their own pair and stick their feet back inside?

New Games Descriptions - continued

(C-2) Human Sculpture
 A player who has left the room returns and has 3 minutes to correctly re-enact a pose agreed upon in their absence by all others in the room. No words are spoken...only applause lets the player know if his assumed position is "hot or cold."

(C-3) Alphabet Relay
 Two or three teams are formed in this game aimed at seeing who can spell words announced by the Leader ...fast, furious, first and correctly!

(D-1) Noah's Ark
 Each player receives one animal card. When directed by the Leader, players imitate the actions and sounds of their animal – and seek out their mate. There are just two of each animal, of course...and no talking!

(D-2) In My Face
 One by one, players attempt to keep a straight face as others get "in their face," trying to make them laugh with silly gestures, sounds and facial expressions.

(D-3) Facts in Five
 Teams have five minutes to fill in five blanks in each of five categories with words starting with each of five letters. Whew! When the game's over, it's time to take five!

(E-1) Spirals
 Follow the Leader as we leave our circle and curl into a tight spiral...no one can leave until we find a way out!

(E-2) A Word that Rhymes with...
 Through charades, players attempt to guess the word the Leader has in mind. The only clue? The Leader tells the group that the word rhymes with....

(E-3) Human Knots
 In groups of 5 or more, players reach out and grab one hand of each of two other players. On "go," the group attempts to "unknot" itself without anyone letting go. Once we've practiced with little knots ...it's onto unraveling larger and larger ones!