

# ~Northborough Recreation~

(508)-393-5034/ recreation@town.northborough.ma.us/ www.northboroughrecreation.com

## PRESCHOOL BIRTHDAY PARTIES!

Ages 2 yrs- 5 yrs old @ Southwest Recreation Center, 38 Southwest Cutoff, Northborough

Child's Name: _____
Age Turning: _____ D.O.B. _____
Phone #: home- _____ cell- _____
Parent's Names: _____
Email: _____
Address: _____

Date you are interested in for your party: _____ 2nd choice? _____
Time you are interested in for your 2 hour party- subject to availability, please circle: 10am-12pm    11am-1pm    2pm-4pm    5-7pm    other (please specify) _____

Type of party- <b>please circle:</b> Cooking    Crafting    Gym Games/ Obstacle Course
Anticipated # of guests (15 max incl. bday child): _____
Special requests? _____

**We will provide: Two hour party/use of facility for 15 children (includes bday child), Two staff members to run/facilitate activities, setup and cleanup, Pre-party planning/preparation with our preschool party coordinator, Printable personalized invitations that include directions to our facility, Personalized Happy Birthday signs for the doors to alert guests of our location, Choice of Cooking, Crafting or Gym/Obstacle Course party theme, Supplies for the chosen activity, and No mess at your house!**

As your party guests arrive, the children will enjoy free play in our Southwest Recreation center. Once everyone arrives, the "main activity" that you chose for your party will begin. After the kids cook, craft, or run around, it will be time for cake and presents. (You will need to provide the food, paper goods, and any decorations you wish to use.) Once cake and present opening is over, the children will be able to enjoy unstructured play with access to the Rec Center's equipment and toys.

This completed form and full payment of \$160 is required to reserve a party. We accept cash, check, or credit card (Visa, Mastercard, or Discover). Please call our office at 508-393-5034 with any questions, to discuss availability, and/or to reserve your party.

-FOR OFFICE USE ONLY: BOOKED FOR- DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

# FOR OFFICE USE ONLY:

Reserved/Booked: \_\_\_\_\_

On Calendars: \_\_\_\_\_

Reserved Info Email Sent: \_\_\_\_\_

Bday Signs Printed: \_\_\_\_\_

## Invites:

Y/N: \_\_\_\_\_ Made/Sent: \_\_\_\_\_

## RSVP Information:

rsvp by: \_\_\_\_\_ rsvp to: \_\_\_\_\_

rsvp @: \_\_\_\_\_

other: \_\_\_\_\_

## PARTY CONFIRMATION INFORMATION:

Confirmed on: \_\_\_\_\_ by: \_\_\_\_\_

## STAFF WORKING PARTY:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Staff confirmed: \_\_\_\_\_

CONFIRMED # OF CHILDREN ATTENDING: \_\_\_\_\_

FOR CRAFT AND COOK PARTIES– What are we crafting or cooking?

FOR GAMES/OBSTACLE COURSE PARTIES– Any games child/parents definitely want included?

Open Presents? Y/N \_\_\_\_\_ Serving Cake? Y/N \_\_\_\_\_

Serving Pizza/Lunch? Y/N \_\_\_\_\_ If yes, what time? \_\_\_\_\_

## Details/Notes:

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