



**BIRTHDAY PARTIES IN THE PARK
RESERVATION AND AGREEMENT FORM**

JPRD will make this the easiest party to host. Book your date, pick your theme, and JPRD will lead the rec-tastic fun!

Name of Requestor: _____ Today's Date _____

Address _____ City, ST _____ Zip _____

Telephone # _____ E-mail _____

Party Date(s) requested _____ Party Start Time requested*: _____

Rain date(s) requested _____ Party Start Time requested*: _____

**Parties are 2 hours in length. JPRD will start your party at the time listed. 30 minutes will be added for set-up and an additional 30 minutes will be added at the end for clean-up. (Example Party Timeline: 2pm start time = set-up at 1:30PM; JPRD staff runs program at 2pm; requestor runs activities at 3PM; clean-up starts at 4PM; building locked at 4:30PM)*

Birthday Person's Name: _____ Birthdate: _____ Age at Birthday: _____

Select Party Theme:

___ **Beach Bash:** Splish, splash, it's time to dive into summer birthday party fun! Sandcastle contests and water games bring the party fun to the land and the lake. Beach Bash parties are located at Contoocook Beach with use of the pavilion and require an additional lifeguard fee of \$35. (summer only)

___ **Egg Drop Challenge:** With a container, a raw egg, and a variety of recycled materials, children will create egg-carrying safety vessels. Then the egg-tastic creations will be dropped from various heights. Whose egg will survive?

___ **Dance Fever:** A party for the children who like to "move it, move it"! We'll keep the music pumping and dance lights flashing with the latest popular music as well as old favorites. We will teach line dances and encourage all to have fun and be "footloose".

___ **Camp-tastic:** What do you get when you add our favorite summer camp games and activities to your child's birthday? The most camp-tastic birthday experience your child can have!

___ **Frozen Fun:** A winter birthday has never been so fun! Enjoy games on the ice rink and sledding at Humiston Park. Bring ice skates to round out your time! (winter only)

___ **Wide World of Sports:** Your child can choose up to 3 different sports for guests to challenge themselves with: soccer, tennis, basketball, street hockey, kickball, wiffleball, ultimate frisbee, or dodgeball.

___ **Woodland Wonderland:** Your birthday crew will venture into Children's Woods to use organic material found on the forest floor to build fairy/gnome houses along the trail. What magic awaits!

___ **Wet and Wild:** Frozen foot race, check! Sprinkler Freeze Tag, check! Grab your bathing suit and get ready to see what more wet and wild fun we have for your party in the park! (warm weather only)

Optional:

Total number of JPRD water bottles _____ requested for party favors at \$3 each.

The Town of Jaffrey prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, marital or family status. The Town of Jaffrey is an equal opportunity employer.

PARTY RESERVATION PROCEDURES:

- Party Requestor must submit completed Birthday Parties in the Park Reservation Form no less than four (4) weeks prior to desired party date.
- Party Requestor will be notified by email when the Birthday Parties in the Park Reservation Form has been reviewed and approved.
- Payment of all fees is due immediately upon approval of reservation.

PARTY FEES:

- Parties held on Monday through Thursday cost \$115 for Jaffrey residents and \$125 for non-residents.
- Parties held on Friday, Saturday, or Sunday cost \$140 for Jaffrey residents and \$150 for non-residents.
- Beach Bash Party requires a lifeguard fee of \$35 for the two (2) hour party.
- Optional Party Favors: JPRD Water Bottles \$3 each.

PARTY INFORMATION:

- Birthday Parties in the Park are designed for up to 10 children including the birthday child. (Parties can be modified for adults to have their most rec-tastic birthday ever!)
- Parties are two (2) hours long. First hour is full of activities led by JPRD staff and the second hour is up to the party requester. (Ideal time to serve cake, open gifts, or play a game.)
- The Party Requestor will have an additional 30 minutes before the party starts to set-up and 30 minutes after the party to clean-up.
- JPRD's Program Building will be reserved for your party time as listed on this reservation form and includes tables and chairs. For Beach Bash themed parties, Contoocook Beach Pavilion will be reserved for your party and includes picnic tables.
- You are welcome to bring your own food, plates, napkins, serving and silverware, cups, and tablecloths. Don't forget the birthday candles and lighter!
- Party Requestor may purchase reusable JPRD water bottles in advance for party favors.
- Ready to book? Email: recreation@townofjaffrey.com

POLICIES FOR FACILITY USE:

- User agreements may only be made by someone 21 years of age or older. A person at least 21 years of age must supervise events, including underage children during time of use.
- Applications must be submitted no less than four (4) weeks prior to dates requested.
- Parks and Recreation sponsored events take precedence over all other requests for usage.
- All users are responsible for their own set-up and clean-up.
- The facility must be left in the same condition it was in prior to your function.
- It is the responsibility of the user to report any problems or damage to the Parks and Recreation Department.
- Storage space for users is not available. All personal equipment must be taken with you (including food and drinks). The Parks and Recreation Department is not responsible for any items left behind.
- Alcoholic beverages or controlled substances are not permitted at any time.
- Dogs are prohibited from Town of Jaffrey Recreational properties per Town Ordinance.
- Building occupancy limits must be adhered to in accordance with the rulings of the Fire Marshall.
- The time limit for use of the building is no earlier than 7:00 am and no later than 10:00 pm.
- User will assume responsibility for any damage which may occur during use.
- User is responsible for returning the property to the condition in which it was found upon arrival. Extra charges may be assessed for janitor services if required upon post-event inspection.
- Scotch tape, tacks, etc. cannot be used on the walls.
- Thermostats are to be returned to the temperatures as posted next to their locations in each room of the Humiston Field Program Building.



- EXIT lights are to be left on at all times.
- If it is necessary for a Recreation Department employee to be present beyond the approved event time, the Party Requester will be charged the hourly rate of \$35 per hour for staff time.
- Party Reservations are not finalized until all fees are paid and Party Reservations not finalized are subject to change in availability.
- The Recreation Department reserves the right to cancel or deny use of the facility to anyone, at any time at their discretion. All fees paid will be returned.
- A cancellation fee equal to 50% of the party reservation fee will be assessed, if a party reservation cancelation is requested by Party Requestor less than ten (10) days prior to the event.

NOTE:

The Humiston Park Program Building is not handicap accessible.

CONTACT INFORMATION:

Please contact the Jaffrey Parks and Recreation Department with any questions concerning the use of Town recreational fields and facilities. Jaffrey Parks and Recreation Department by email: recreation@townofjaffrey.com or phone: 603-532-7863. Office hours are Monday – Friday 8am-1pm; afternoons by appointment.

Signature of Party Requester

Date

Do not fill in below (FOR OFFICE USE ONLY)

Date Received: _____ Approved Party Date and Time: _____

Reservation Fee: _____ Water Bottle Fee: _____ Lifeguard Fee: _____ RecDesk Invoice # _____

Staff assigned to host: _____

Recreation Department comments: _____

Director Signature: _____ Date: _____

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