

## Birthday Party Rules & Regulations

**Bookings:** Reservations for Birthday Parties must be made at least 2 weeks in advance by contacting our office. Once confirmed, a contract will be emailed out for e-signature and full payment is required.

**Party Times:** Birthday Parties are 90 minutes in length and are held on Saturday & Sunday from 10-11:30a, 12:30-2p or 3-4:30p.

**Party Package:** Lindenhurst Park District will provide a Party Leader to oversee all games, activities, and crafts, along with all necessary supplies, including decorated tables with tablecloths, cake plates, and napkins for each child. You are responsible for all other items. Parties are 90 minutes long, with 60 minutes for activities and 30 minutes to celebrate in the decorated party room where you can provide cake, food, or beverages. Additional celebration time may be booked at \$25 for each half hour in the room or \$50 for each half hour for additional activity time.

Please arrive no earlier than 10 minutes before your party to meet the staff and go over logistics. Parties are designed for children only. For added convenience, parents/caregivers may stay in the building during the party or return at the scheduled pick-up time.

Parents/caregivers should pick up their children within 10 minutes of the party's conclusion. To respect other parties, please pack up within 10 minutes of the end time. Overtime charges will apply if this time is exceeded.

**Pricing:** Packages include up to 12 children, with additional guests at \$5 (max 20 children). Final headcount is due by the Wednesday before your party to ensure proper staffing and supplies. For safety and comfort, parties have a maximum capacity of 20 guests.

**Payment Policy:** Full payment of initial party package is due at booking. We accept all major credit cards, cash, and checks. A \$25 fee applies to returned checks or declined cards

**Cancellation Policy:** Cancellations must be made at least 14 days in advance to receive a full refund, minus a \$10 fee, or may be rescheduled for \$25. If Lindenhurst Park District cancels, a full refund is issued.

**Bounce House Parties:** A party host will assist with setup and cleanup in the party room. Inflatables are exclusively in the gym, with renters responsible for supervising play. A waiver, available on party day, must be signed by participants or their guardians. Package includes up to 20 children.

**Character Visits:** Disney Characters like Belle, Cinderella, Aurora, Anna, Elsa, Snow White or Princess Ariel can make a special appearance and read a story at your Superheroes & Princesses party for an additional \$50.

**Parking:** Please have your guests park in the upper parking lot and enter the gym entrance.

**Grass Grams:** For \$59, display a birthday greeting with the child's name along with 2-4 characters/graphics at the entrance of the Park District. Any damage to the signs will result in charges to the renter. For safety reasons, no one is allowed to play on or around the sign displays. The signs cannot support the weight of a person leaning, sitting, or playing on them. The Lindenhurst Park District is not liable for injuries or damage caused by improper use. Do not attach balloons to the display, as they can cause damage. All signs are property of the Park District. Weather-related damage is not the renter's responsibility, but renters are responsible for damaged or missing signs, with a cost of \$30 per missing or damaged letter/character/graphic.

**For party details or booking, contact Lori Friedl at 847-356-6011 or [lfriedl@lindenhurstparks.org](mailto:lfriedl@lindenhurstparks.org).**