



Birthday Party Package

**Book your party today and make your next birthday
one to remember!**

COST: Meredith Resident \$150 Non-Resident: \$200

The Birthday Party Package includes:

- Up to 20 kids (\$5.00 extra per child)
- 2-hour rental of the Activity Center (gymnasium)
- 2-3 eight-foot tables with 20 chairs for seating and 2 six-foot tables for food and gifts
- Use of the equipment in the closet (balls, scooters, etc.)
- Use of freezer/refrigerator if needed
- One Parks and Recreation staff member to facilitate the chosen activity- climbing wall, jumpy house or game room.
- Choice of one of the following activities: (first hour)
 - 1 hour of climbing wall
 - 1 hour of the jumpy house
 - 1 hour in the game room (as well as access to the Activity Center)
 - Game Room includes Play Station, Wii, pool table, foosball, air hockey, ping pong, and more!

***If you would like a combination of activities, it is an
additional \$50.00 per extra activity. ***

Birthday Party Package

Days and Times

Saturdays and Sundays:

- 11:00am - 1:00pm
- 2:00pm - 4:00pm
- 5:00pm - 7:00pm
- 8:00pm - 10:00pm

Fridays (if available):

- 5:30pm - 7:30pm



Party Details and Tips:

- Parents must supervise children during all activities with a ratio of 1 adult to 10 children.
- **Building access:** Birthday parties are held in the Activity Center (gymnasium). All birthday party participants must enter/exit through the back door by the playground. The front doors are locked during parties.
- There is a half hour before your party starts that is reserved for you to come decorate, bring goodies in or just relax before the fun begins!
- There will be a staff member present during your entire party so if any questions come up or if you need anything, feel free to ask them!
- During the first hour of your party, the staff member will facilitate the activity or activities that you have chosen, and the second hour will be for free play/cake/presents.
- We have a refrigerator and freezer you can put items in if needed. We also have ice available and a lighter for birthday candles.
- Balloons are allowed, however, if they are let go there is a \$50 fee to remove them as they will set off the alarms.
- Half an hour is allotted after your party ends for any clean-up needed such as removing your decorations, packing up gifts, etc. Leave all your trash for us to take care of!
- Most importantly ...HAVE FUN!



Booking Your Party:

- Complete the attached permit and submit it to the Meredith Parks and Recreation Department with payment for your party. Please note that permits will not be processed until payment is received. Payments can be made with cash or check (checks made payable to the Town of Meredith). Permits and payment can be dropped off at the Meredith Community Center or mailed to: Meredith Parks and Recreation - One Circle Drive Meredith, NH 03253.
- For questions on availability, please contact MPRD by email at parksnrec@meredithnh.gov or by phone at 603-279-8197.
- Once your permit has been submitted to MPRD and the front desk has confirmed that the date and time are available you can begin to plan your party! Once the permit has been processed, you will receive an email confirmation with your signed permit.



Late Cancellation Notice

In the event that you must **cancel your party after 5:00pm on the Friday before your party**, it is **extremely important that you contact the Parks and Recreation Department** by email at parksnrec@meredithnh.gov to inform them of the cancellation.



Meredith Parks and
Recreation Department

Birthday Party Package

Please detach this form from the packet and submit with payment to the Meredith Parks and Recreation Department. Payments can be made with cash or check (checks made payable to the Town of Meredith). Permits and payment can be dropped off at the Meredith Community Center or mailed to:

Meredith Parks and Recreation Department
One Circle Drive Meredith, NH 03253

*** Permits will not be processed until payment has been received. ***

Party Date: _____

Age of Birthday Child: _____

Please select a time slot below:

Saturday and Sunday Time Slots:

11:00am - 1:00pm
2:00pm - 4:00pm
5:00pm - 7:00pm
8:00pm - 10:00pm

Friday Time Slots:

5:30pm - 7:30pm

For questions on availability please contact
MPRD at parksnrec@meredithnh.gov or by
calling 603-279-8197.

Please select an activity below:

Climbing Wall
Jumpy House
Game Room

Please note, one activity is included in the Birthday Party Package. An additional \$50.00 will be charged per extra activity.

Equipment

Please mark next to the equipment you would like to use at the Birthday Party.

<input type="checkbox"/> Basketballs	<input type="checkbox"/> Noodles
<input type="checkbox"/> Soccer Balls	<input type="checkbox"/> Hula Hoops
<input type="checkbox"/> Dodgeballs	<input type="checkbox"/> Jump Ropes
<input type="checkbox"/> Footballs	<input type="checkbox"/> Tyke Toys
<input type="checkbox"/> Bowling Set (plastic)	<input type="checkbox"/> Giant Connect Four
<input type="checkbox"/> Scooters	<input type="checkbox"/> Bluetooth Sound System





Meredith Parks and Recreation Department

One Circle Drive Meredith, NH 03253
Phone: (603) 279-8197 Email: parksnrec@meredithnh.gov
www.meredithnh.gov

Contact Name: _____ Phone: _____

Email: _____ Street Address: _____

Town: _____ State: _____ Zip Code: _____

Please review the following Community Center policies:

Payment must be received when submitting the application.

- Acceptable payments: Cash or check (made out to Town of Meredith).
- Alcohol and tobacco products are not permitted on town property.
- **Applicant must submit permit two weeks prior to the event.** Every effort will be made to process the permit within a week.
- A Parks and Recreation staff member must be present during all facility events.
- Parks and Recreation administration must approve any alterations to the facility, including hanging items on the wall. Any approved alterations must be removed immediately following event.
- The Community Center will not store items for user groups.
- **Cancellation policy:** In order to receive a refund, a 2-week notice must be given when cancelling. No refunds for less than 2 weeks - we will work with you to reschedule. No show, no call will void the permit and forfeit entire payment of the party.
- Any additional requests or changes to the signed permit must be approved by Parks and Recreation administration.
- Once the permit is approved, you will receive an email confirmation.
- Incomplete permits will not be accepted.
- Decorations may not be hung with tape or thumb tacks on any surface. Sticky tack is the only adhesive allowed. Helium balloons that are not removed from the building may sound the alarm. If this occurs, you will be charged a fee of \$50 to cover the cost of the response time.

***** Payment must be submitted with the completed application. *****

I _____ agree to hold harmless the Town of Meredith Parks and Recreation Department, commissioners, staff, volunteers, coaches, and instructors for accidents that may result for the entire event. The requesting person assumes any and all responsibility when using the facility for special use and will see that the facility is cleaned and made presentable before leaving the premises and will immediately report any damages. The Town of Meredith reserves the right to bill the permit holder for any unforeseen expenses or damages to our property.

**I HAVE READ ALL INFORMATION CONTAINED IN THIS DOCUMENT AND UNDERSTAND IT IN FULL.
I UNDERSTAND THAT THE POLICIES ARE STRICTLY ENFORCED.**

X _____

X _____

SIGNATURE OF PERMIT HOLDER

DATE

For Office Use Only:

Parks and Recreation Administration

Date

Request Granted

Request Denied

Fee Charged: \$ _____ Fee Paid: \$ _____

Administrative Comments:

Staff Covering Event: _____