



BURLINGTON RECREATION DEPARTMENT BIRTHDAY PARTY GUIDELINES



For: Ages 5 – 9
When: Saturday
10:30 a.m. – 12:30 p.m. or 1:00 – 3:00 p.m.
Fee:
1 – 15 children \$130
16 – 21 children \$150

Reminder: Siblings and other guests count as participants.

Burlington Recreation Department staff will organize games and activities using the gym and/or function room. Some time will be set aside for opening of gifts and eating cake.

What to bring: Cake, ice-cream and any other food you would like.
Paper goods
Utensils
Serve ware
Matches

Booking a party: Complete a birthday party registration form.
Leave the form and payment at time of booking.
A confirmation letter will be sent.

Questions: Call: 781-270-1695

Cancellations: If the Recreation Department has to cancel a party due to circumstances we cannot control, a full refund will be issued.
If you need to cancel a party, a two week notice is required; otherwise, a refund may not be given.



BURLINGTON RECREATION DEPARTMENT
Please mail this form to the Recreation Department.

BIRTHDAY PARTY REGISTRATION FORM

Birthday requested date: _____ Birthday requested time: _____

Child's name: _____

Contact person's name: _____

Address: _____

Tel. Day: _____ Tel. Evening: _____

How old will the child be turning? _____

Medical or other information our staff should be aware of: (ADD, ADHD) _____

How many children will be at the party? _____
(Including child)

1 – 15	\$130
16 – 21	\$150

Reminder: Siblings and other guests count as participants.

Are you planning to bring food/snacks?

Cake _____

Ice Cream _____

Drinks _____

Other _____ Please list _____

If you are bringing any food, please remember to bring paper products, utensils, serve ware, and matches for the candles!

Payment: Mastercard, Visa, Cash, Check "Town of Burlington"

-----**OFFICE USE ONLY**-----

Date Confirmed: _____

Number of staff: _____

Office: Application Received: _____

***All participants should be 5 years old to participate in activities and games. Participants under the age of 5 will need to be supervised by a parent or guardian. ***Cancellations should be made 14 days prior to party.**