

# HAPPY BIRTHDAY

Birthday Party Agreement  
Livingston Senior, Youth & Leisure Services



204 Hillside Avenue  
Livingston, NJ 07039  
973-535-7925 X267  
mcohen@livingstonnj.org

For Office Use Only

Approved Date: \_\_\_\_\_

Signed: \_\_\_\_\_



# Birthday Party Agreement

## Livingston Senior, Youth and Leisure Services

Please complete this agreement and upon approval please provide a deposit of \$150.00 to guarantee holding your space for the birthday party. *No birthday party date will be reserved without this agreement.* You must pay the reminder balance prior to the day of the birthday party.

Party fees are based on the number of guests you have. Please note that if you are a Livingston resident you will be paying the resident fee, and if not a Livingston resident you will pay the non-resident fee.

Name of Parent/ Guardian	
Name of Birthday Boy/Girl	
Date of Birth and Age	
Date of the Party	
Time of the Party	
Party Choices: Pool- Dance-Open Gym	
Party Package: Celebration – Fiesta - Bash	
Livingston Resident/ Non- Livingston Resident	
Total Number of Guest	
Address	
Telephone Number	
Email Address	

Please Initial: \_\_\_\_\_ Date: \_\_\_\_\_

Birthday Party Pricing

<u>Packages</u>	<u>2 Hours Resident</u>	<u>2 Hours Non-Resident</u>
Celebration: up to 25 guest	\$250	\$300
Fiesta: 26-40 guest	\$300	\$350
Bash: 41-60 guest	\$350	\$400

\*More than 50 guests must be pre-approved; additional costs will be added at \$6 per person.

A) Party Package Total: \_\_\_\_\_

Birthday Party Add-On Specials

<u>Add- On Specials</u>	<u>1 Hour Limit</u>	<u>Check Box</u>
Sno Kone Machine *includes ice and 1 flavor	\$50	
Cotton Candy Machine *includes 1 flavor	\$50	
Popcorn Machine *includes supplies	\$50	
Game Room and or Gaga Game (Monmouth Court) *Not for Summer Parties	\$50	
Additional Hour Fee	\$100	

B) Add-On Total: \_\_\_\_\_

Party Total (A & B) \_\_\_\_\_

Deposit Received \_\_\_\_\_

Date: \_\_\_\_\_

Balance Due \_\_\_\_\_

Date: \_\_\_\_\_

\*Balances are due before the day of the party

Please Initial: \_\_\_\_\_

Date: \_\_\_\_\_

Birthday Party Payment Information

A **non-refundable** deposit of \$150 is required to reserve any birthday party date, place and time once approved.

The birthday party balance is due prior to the day of your party. If this payment does not meet the required deadline, Livingston Senior, Youth and Leisure Services reserve the right to cancel the party.

Payment Options:

- 1) Credit Card or Cash: Payment must be made in person at the Senior, Youth & Leisure Services office at 204 Hillside Ave, Livingston, NJ 07039.
- 2) Check: Please make checks payable to The Township of Livingston and include “birthday party and child’s name” on the memo line.
- 3) Payment in full: If you choose to pay in full (not the deposit then the balance) you can pay online through Community Pass.

If you have any other questions or concerns, please contact us at 973-535-7925 x267

Any additional comments or helpful hints please indicate below:  
This includes the theme of the party and/or any activities wanted.

Please Initial: \_\_\_\_\_ Date: \_\_\_\_\_

Birthday Party Guidelines

- ❖ All party dates must be pre-approved with the Birthday Party Request Form.
- ❖ Remaining balances are due prior to your birthday party date.
- ❖ Cancellations of a party or additional add-on specials require at least 2 weeks notice.
- ❖ Last minute emergencies or medical cancellations require a medical note. With a medical note, a credit will be applied to your account, but the deposit is non-refundable.
- ❖ The amount of guest at your party must match up to the amount paid for. If you have additional guest attend the party, you will be responsible to pay at the SYLS office the next business day.
- ❖ Party participants will have 30 minutes before and 30 minutes after for set up and clean up purposes.
- ❖ All guests must remain in designated party areas at all times.
- ❖ All children must be supervised at all times. We will staff each party to 1 staff for every 10 children to maintain standard ratio.
  - Staff members are to set up, clean up, provide games and activities, and cut and serve any food/cake.
- ❖ Participants are responsible for all damages incurred during the birthday party.
- ❖ SYLS is not responsible for any misplaces or lost items.
- ❖ This is an alcohol and cigarette free environment.

I have read the foregoing application and regulations above and agree to their standards and requirements. I also understand that SYLS will not be held responsible for any accident or injury occurring to any guest while on Livingston Township property.

Date:\_\_\_\_\_ Signed:\_\_\_\_\_Parent/Guardian

Date:\_\_\_\_\_ Signed:\_\_\_\_\_Event Planner

### Monmouth Court Party Guidelines

- ❖ Includes the use of Monmouth Court Gymnasium or outside field (if not in use) for the use of open gym play. Also includes the café room with tables and chairs to enjoy food and refreshments you provide for your guest.
- ❖ Parents must stand off to the side or in the café while counselors are running activities in the gym.
- ❖ Inclement weather policy: All parties will remain on time as scheduled. In case of bad weather, you will have the option to reschedule the party to a date that is open. Event Planner will make this call 2 hours prior to the start time of the party.

### Northland Pool Party Guidelines

- ❖ Includes one room at Northland Pool with tables and chairs to enjoy food and refreshments you provide for your guest.
- ❖ Inclement weather policy: All parties will remain on time as scheduled. If the pool is closed due to thunder and lightning, you will have the option to move the party to Monmouth Court if available or pick another date that is open. If the pool is open and it is just raining, the party will go on.