

# Come Party With Us!

## Birthday parties have never been so fun...or easy!

Choose a theme and location, bring the kids and a birthday cake, and we'll take care of the rest. All parties are 2 hours on select Friday evenings, Saturdays, or Sundays, varying by location.

Staff will lead the kids through the selected games or activity during the first hour of the party and the second hour is for your celebration! Parties are for children turning age 4-12 unless otherwise noted.



## Birthday Bonanza

Waldorf Senior & Recreational Center and Port Tobacco Recreation Center

Classic birthday party games including activities such as musical chairs, obstacle course, parachute, pin the tail on the donkey, and more. Exact games vary by location.

## Swim & Splash

Lackey Indoor Pool

Enjoy an hour of free swim time to splash, swim and dive, or play water basketball. The zero-depth entry at Lackey Pool is perfect for younger swimmers. Parties are supervised by certified lifeguards.

## Sports Mix Up

Waldorf Senior & Recreational Center and Port Tobacco Recreation Center

Perfect for the young athlete. Held in our gymnasium, choose basketball, soccer, T-ball, dodgeball, kickball, or other various indoor sporting games and activities.

## Jumping Gymnastics

Elite Gymnastics & Recreation Center

Led by our gymnastics staff, kids will have a blast bouncing on the trampolines, jumping in the "pit," balancing on beams, climbing the rope, and flipping on the spring gymnastics floor

## Party Fees

1-20 participants: \$225 • \$10 each additional child  
(Max: 30 participants, varies by location)

Includes: set-up and clean-up, (20) 8oz bottles of water, and one party favor for each attendee.  
Parents are welcome to bring food, drinks, and/or other items to personalize their party.



## Available Locations

Waldorf Senior & Recreational Center.....	240-448-2810
Port Tobacco Recreation Center.....	301-932-3470
Elite Gymnastics & Recreation Center (Waldorf).....	301-934-6747
Lackey Indoor Pool (Indian Head).....	301-743-2470

For details, contact locations directly.

## Charles County Department of Recreation, Parks, and Tourism

8190 Port Tobacco Road, Port Tobacco, MD 20677

301-932-3470 • MD Relay Service: 7-1-1 (TDD: 1-800-735-2258) • [www.CharlesCountyParks.com](http://www.CharlesCountyParks.com)



Equal Opportunity Employer

# Birthday Party Policies and Procedures

1. Reservations are on a first-come, first-served basis.
2. Reservations must be made at least two weeks in advance and will be accepted three months in advance.
3. Reservations must be made in person at desired party location and must include a signed Birthday Party Registration Form with a **non-refundable** 50% deposit. The remaining balance is due before the start of the party.
4. Reservations are not accepted by telephone, mail, facsimile or email. Check, money orders, and Visa or Master Card are accepted forms of payment at all locations. Cash is accepted everywhere except at school-based Community Centers.
5. As the party sponsor, you are responsible for the behavior and actions of your guests. Should unruly behavior occur, staff has the authority to prohibit anyone from the party area, and/or end the party early.
6. All party packages are scheduled for two hours. The first hour will include selected party activities and the second hour will include a birthday celebration in our party area.
7. Set up may begin 15 minutes prior to the start of your party. All guests must exit the party area by the end of your scheduled time.
8. All parties include the following items: set up and clean up, (20) 8 oz bottles of water, one party favor for each child, and paper products (if requested).
9. Other items such as: Birthday cakes, drinks, and food will not be provided by Charles County Department of Recreation, Parks, and Tourism. These items will be permitted at the party sponsors own expense. Refrigerators and freezers are not available, please plan accordingly.
10. The birthday child must be between the ages of 4-12. Guests 6 and younger must be accompanied by a supervising adult.
11. The birthday child is included in the count of 1-20. There is a \$10 fee for each additional participant past what was originally booked. Max 30 participants; varies by location.
12. All party participants must have a waiver form signed and present at the start of the party in order to participate. Waiver form must be signed by child's parent or guardian.
13. Food may be consumed in designated areas only. No food, drinks, or glass containers are permitted on the pool deck.
14. Music is allowed in designated eating areas only. Volume levels must be kept to a minimum and music may not have profanities or be offensive.
15. No alcoholic beverages and no smoking (including e-cigarettes). As a state law, this includes the center area, parking area and other surrounding areas while on school grounds.
16. Use of the facility after the scheduled party is not permitted.
17. Use of the pool after the scheduled party is permitted during our open swim hours with paid daily admission. Children 12 and younger must be accompanied by a supervising adult.
18. Those not on the birthday guest list, including parents must pay the daily admission if using pool (\$6 for adults 13-59; \$5 for children 3-12 and adults 60+; children 2 and younger are free).

## Refund Policy

**50% deposit is non-refundable.** Once the party has started, if there is a closure due to weather, power outage, or circumstances beyond our control, you will receive a partial refund if the remaining time is canceled. Refunds over the 50% deposit may be approved with written notification if received seven working days prior to scheduled start of program. A \$10.00 administrative fee will be deducted from the total refund, regardless of circumstances, unless the party is canceled by Charles County RP&T. In lieu of refund, the party can be rescheduled. Please call your party location with concerns to forecasted inclement weather in regard to your reservation.

All cancellations should be addressed to:

Charles County Department of Recreation, Parks, and Tourism  
By email at [registration@charlescountymd.gov](mailto:registration@charlescountymd.gov) or by fax at 301-934-5624



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# Birthday Party Registration Form

## 1. Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## 2. Event Information

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: M \_\_\_ F \_\_\_

Child's Shirt Size: \_\_\_\_\_ Date Desired: \_\_\_\_\_ Party Time Requested: \_\_\_\_\_ (Times vary by location)

Birthday Party Name: \_\_\_\_\_ Age Child is Turning: \_\_\_\_\_

Paper Products Requested: Yes No

Estimated Attendance Children: \_\_\_\_\_ Adults: \_\_\_\_\_

*Birthday Party Costs: 1-20 Participants: \$225 • \$10 for each additional participant (maximum 30 participants, varies by location)  
Available Days: Select Fridays • Saturdays • Sundays (Pools Only)*

## 3. Birthday Party Packages Please select one theme and one location for your party

**Theme:** Birthday Bonanza \_\_\_ Sports Mix Up \_\_\_

**Available Locations:** Port Tobacco Recreation Center \_\_\_ Waldorf Senior & Recreational Center \_\_\_

**Theme:** Swim and Splash *Only available at Lackey Pool* \_\_\_

**Theme:** Jumping Gymnastics *Only available at Elite Gymnastics* \_\_\_

No confirmations will be sent. You may assume you are registered unless otherwise contacted. Charles County Government is not responsible for program cancellations due to Charles County Public Schools programming. I agree to participate or to allow my child to participate in these programs knowing that safety precautions will be taken but realizing that the Charles County Government does not have accident insurance for participants. I do hereby release and hold harmless Charles County, Maryland, its officials, employees, instructors, and volunteers from any and all liabilities arising from any injuries that might occur during the supervised programs. I as the child's parent and/or guardian do hereby authorize the Charles County Government to take photographs and video of me/my child or my property for promotional and/or educational purposes. I do hereby authorize the Charles County Government to release the information for promotional purposes. I acknowledge that I have been informed that activities in which I/or my child participate may be shared through Charles County Government and Charles County Recreation, Parks and Tourism website and social media accounts, including photographs and live streaming videos, and I authorize and provide my consent for me/my child to being included in any such photographs or live streaming videos. I hereby state that this release is freely, willingly, and voluntarily made.

By signing this form, I agree that I have received and reviewed the Birthday Parties policies and procedures and will abide by them.

Signature: \_\_\_\_\_

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

**For Office Use Only** Check Cash M/O M/C Visa Staff Initials: \_\_\_\_\_

Check/Card Name: \_\_\_\_\_ Check/Card# \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CVV : \_\_\_\_\_ Deposit Amount: \$ \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Number of Additional Children: \$ \_\_\_\_\_ (x 10.00)

Total Due : \$ \_\_\_\_\_ (Includes balance and additional children)



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