



# Sharon Woods Birthday Party Policy & Information Sheet

Updated January 2012

**Location & Access:** Sharon Centre is located at 11450 Lebanon Road in Sharon Woods. Both the Adventure Station and party room are handicap accessible. Please be aware that Sharon Centre and the surrounding areas are used throughout the year for Park District programs and special events. We cannot guarantee use of the picnic tables, shelters or lawn area for your birthday party group.

**Party Description:** Parties are for children ages 5- to 10 years old. Party includes room usage, a nature program, admission to the Adventure Station, a small party favor for each child and a bonus gift for the birthday child. The party room accommodates a maximum of 35 people, which includes adults and children.

A typical schedule:

Nature Program	(45 minutes)
Room Use & Gifts	(45 minutes)
Adventure Station	(30 minutes)

**Check-in:** You may have access to the party room no earlier than 15 minutes prior to the party starting time. Parties will begin and end at times noted on contract. It is important that your group arrives and leaves on time, as we may have another party or our naturalist may have public programs scheduled.

**Reservations & Payment:** Schedule a birthday party in advance by calling the Guest Services Department at (513) 521-7275, Monday through Friday between 8:00 am and 4:00 pm. Payment in full must be made at the time of reservation; we accept Visa, MasterCard or American Express. Reservations must be made and paid for at least 14 days in advance.

**Food, Paper Products & Goody Bags:** You are welcome to bring in cake and ice cream to serve. You must provide cups, plates, napkins, utensils and tablecloths. Bringing in additional food will use up some of the time scheduled for the other activities provided with the Birthday Party Package. Goody bags may be brought in by guest to pass out at the end of your party. **ALCOHOL IS STRICTLY PROHIBITED.**

**Fees:** The cost is \$90 for one to ten children attending a party. Add \$9.00 for each additional child. Up to 20 children may participate in the party, all of which must be paid for in advance of the party.

**Adding Extra Children:** Every child must be paid for in advance in order to attend the party. It is the responsibility of the person making the reservation to notify and make payment for any additional children to Guest Services at least 3 business days prior to party.

**Cancellations & Rescheduling:** Reservation fees will be refunded, less a \$25.00 processing fee, if a cancellation request is made in writing at least 14 days prior to party date. Rescheduling a party requires at least 14 days notice and is subject to the availability of open dates.

**Motor Vehicle Permits:** Motor Vehicle Permits are required on all vehicles entering the park. Individual Daily Permits may be purchased in advance by calling Guest Services (513) 521-7575. Ask about our optional Group Permit.