



Newtown  
COMMUNITY CENTER

# Birthday Party Request Form

**Looking to book a birthday party at the Newtown Community Center? Let us help you!  
Please fill out this birthday party/ room rental form so we can get planning!!**

*The 2 hour time slots includes: 1 Hour themed activity provided by NCC and 1 Hour for food, gifts & activities.*

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Member:  Yes  No

Child's Name: \_\_\_\_\_ Child age turning: \_\_\_\_\_

Date of Party: (Choice 1) \_\_\_\_\_ (Choice 2) \_\_\_\_\_

**Party Choice: (Please Choose One)** \*Considered an after hours party which is an additional fee

- |                                      |                                      |                                      |  |
|--------------------------------------|--------------------------------------|--------------------------------------|--|
| <b>Crafty Kidz</b>                   | <b>DJ Dance Party</b>                | <b>Kidz In the Kitchen</b>           | <b>Make a Splash</b>                         |
| <input type="radio"/> Saturday 2-4pm | <input type="radio"/> Saturday 2-4pm | <input type="radio"/> Saturday 2-4pm | <input type="radio"/> Saturday 2-4pm         |
| <input type="radio"/> Sunday 2-4pm   | <input type="radio"/> Sunday 2-4pm   | <input type="radio"/> Sunday 2-4pm   | <input type="radio"/> *Saturday 5:30 -7:30pm |
|                                      |                                      |                                      | <input type="radio"/> Sunday 12-2pm          |
|                                      |                                      |                                      | <input type="radio"/> Sunday 3-5pm           |

*Times may vary due to staff availability*

Total # invited guests: **Kids** \_\_\_\_\_ **Adults** \_\_\_\_\_

Total Amount Due: \_\_\_\_\_ **\*Deposit: \$100.00-** Please note: Final Payment due 1 week prior to party.

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

**To be filled out by NCC Staff Booking Party**

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

Party Booked by: \_\_\_\_\_

Today's Date: \_\_\_\_\_

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

Final Payment Received: \_\_\_\_\_