



Branch Brook Park Roller Skating Center

7th & Clifton Avenues * Newark, NJ 07104 * (973) 482-8900 * Fax (973) 482-8999

THANK YOU FOR RESERVING YOUR CHILD'S BIRTHDAY PARTY AT BBP. PLEASE REVIEW THE FOLLOWING INFORMATION SO THAT YOU ARE AWARE OF ALL OF OUR POLICIES & PROCEDURES. WE WANT TO MAKE YOUR CHILD'S PARTY A MEMORABLE OCCASION. IF YOU HAVE ANY QUESTIONS, PLEASE CALL US.



1. Have your guests bring their invitation with them. This is their ticket for admission.
2. The **\$25.00 Non-Refundable Deposit** is transferable if you need to change your party date. However, if you do not call to cancel your party by 10am on the morning of your party (please dial 0 to speak with someone or leave a message on our General Voice Mailbox) your deposit will not be able to be transferred.
3. **Doors will open exactly at the time your party begins. Therefore, do NOT arrive early expecting to enter into the facility. You may arrive early to start lining up outside of the facility at the Birthday Party Door Entrance.** We do not want you to wait unnecessarily. An entrance for birthday parties will be designated to expedite your entrance into the facility. Please instruct your guests to be on time. Because of the tight schedule that we run during birthday parties, any guests that arrive more than 1 hour after your party begins will not be considered part of your party. If these people wish to enter the facility, they will have to pay regular admission and skate rental at the admission window door and will not be entitled to participate in the party events (unless noted otherwise by the party parent who is responsible for the bill).
4. As your guests arrive, the children will receive wristbands. The count on your bill will be based on the number of wristbands given to your guests. Guests must be 3yrs or older to skate. **The Birthday child skates for FREE.** Any children NOT invited to the birthday party (but accompanies a party guest between the ages of 3-17) MUST pay regular price for admission for that particular session and skate rental is \$ 3.50 additional. To avoid uninvited guests, we encourage you to leave a "Guest List", no later than the Friday before the party.
5. There is a minimum of ten (10) birthday party guests per party (meaning if less than 10 guests attend, you are still responsible to pay for 10). **You will be responsible to pay for whatever Guest Count that you book. THERE WILL BE NO REFUNDS FOR GUESTS WHO DO NOT ATTEND** (Meaning if you book for 20 Guests and only 15 Guests show up, there will be NO REFUNDS for the 5 that did not attend). **We will accept Guest Count Changes up until the Tuesday before your party.** As a courtesy, **not a guarantee**, you may only receive **5 extra seating spaces above** your booked amount, that you are responsible to pay for at the party package rate that you booked for. For example, if you book for 10 people, you **may (not guaranteed)** only have room for 5 more children to attend (totaling 15 guests that you are responsible to pay for). Please book as accurate as you can for your expected guest count.
6. **Sat. & Sun. party balances must be pre-paid in full no later than the Friday prior to your party by 9pm. If your party is on Friday, your balance is due on the Thursday prior to your party by 10pm. If you change your reservation after the Tuesday prior to your party in any way (i.e. change the original guest count or party package), or do not pay the balance in full by the Thursday or Friday prior to your party, a \$25.00 fee will be charged to your final bill. Any guest count changes will be based upon availability and is not guaranteed.**
7. **If your party is NOT paid IN FULL by the Thursday or Friday prior to your party, you and your party guests will NOT be allowed to enter into the facility until the party is PAID in full (plus the \$25 Late Fee), upon your arrival, for the amount booked. So, please make sure that your party is Paid in full & that you arrive "on time".**



Rules and regulation are subject to change without notice. Prices, Policies, Procedures and times are subject to change without notice.

THE APPROXIMATE SCHEDULE OF YOUR PARTY (is on the Back)

(tear along the dotted line and attach to the bill)

Please sign to verify that you have fully read and understand the rules and schedule of your party.

Revised 3/22/10-DBR

Parent signature X _____ Date: _____ Child's Name: _____

Associate (please print) X _____ Date: _____ Party Date: _____



8. If you book your party less than 1 week in advance, FULL PAYMENT is due at the time of booking.
9. Two adults are permitted to skate for FREE. If other adults attending the party wish to skate, they will be charged the regular admission rate for Adults for that session and skate rental is \$ 3.50 additional. Adult chaperones not skating are admitted free. An Adult is considered 18 & older.
10. **We do not provide a birthday cake**, but you are welcomed to bring candles, cake or cupcakes, but please **DO NOT** bring any other food into the facility without advanced notice. **There is an extra \$2.00 per child charge** for you to bring in additional food (other than the birthday cake). Outside Drinks are NOT allowed in our facility at all.
11. **Specially Requested Seating** is NOT available.

HERE IS THE APPROXIMATE SCHEDULE OF YOUR PARTY

You will be greeted at the front door. Your children will be wrist banded and you will receive game tokens. All shoes and skates must be changed in the locker area and secured in a locker. You MUST wear socks in order to skate. The children are welcome to skate at this time.

Your hostess will confirm the number of children being served and will be ask you would you like to order additional food or drink for adults.

Everyone will return to the table and the food will be served. The children will sing Happy Birthday and eat cake.

Your hostess/host will check for any additional items that you might need to begin clean-up as needed. At this time, your bill will be presented (gratuities are not included on the bill). Children will now resume skating.

During the last ½ hour of your party, our Mascot (Roller Roo) will appear. Please take the time to finish up your party and gather your belongings. Your bill will be collected; the table will be cleared and set up for the next session's party.



What May I or May I Not Bring Into The Roller Skating Facility??

- Please do not bring ice cream, ice cream cake or whipped cream icing cakes for us to hold for your party in our freezer and/or refrigerator, due to our limited space we will not be able to accommodate this. However, you may bring these items in at the beginning of your party or before “cake time” & hold them at your table.
- You may bring Party Bags for your guests. We just ask that you hand them out at the end of your party.
- Pinatas are not allowed in our facility.
- If you are bringing in food, Sterno Racks are allowed, however, the sterno burners are not allowed. This can be a safety hazard for the children attending your party. Therefore, we recommend maybe cold food selections.
- Heelys are not allowed in our facility.
- Confetti, Glitter or String Spray is not allowed in our facility.
- Table Cloths are not allowed in our facility. We have placemats that we use for your guests. If you would like, you may bring in other place mats to replace ours.
- You may bring in any “Character Themed” plates, cups or napkins. We ask that you bring them in a day or more prior to your party. Any items brought in on the day of the party “may” not be accepted.
- We do not allow YOU to bring in any outside Costume Characters. However, if you would like a costume character to appear at your party, **it/they MUST be hired from our facility**, such as Elmo, Spiderman, Blues Clues, Dora, Spongebob, etc., at an **additional cost between \$75 - \$120.00**. A costume character must be reserved (at least) 2 weeks in advance and paid in full.

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