



Sit back, relax and we will do the work for your child's birthday party! We will take care of decorating, serving cupcakes, playing age-appropriate games and making crafts; all based on the theme you choose!



Parties are 1.5 hours in length. Additional time can be purchased for \$20/hour. If wishing additional time, you must let the birthday coordinator know a minimum of two weeks in advance.



Suggested ages range is 4-12 years. Adults are not required to attend with child.



Base fee plans for 7 children (including birthday child). Each child thereafter is \$9 extra per child up to a maximum of 13 children. You must let the birthday party coordinator know a minimum of one week in advance the total number of guests.



Outside food or beverages may be brought to the birthday party with a minimum two week advanced notice. This will ensure ample tables and electricity will be available. Fees are added for additional set-up for food, beverages or guests at \$10/table. One additional 8' table is available at no charge. Any additional paper products & utensils for outside food must be provided by group hosting the party.



**Cancellation Policy:** If cancellations or changes are necessary, the birthday party coordinator must be notified at least two weeks in advance of the party date; if more than a 2-week notification is given, a \$25 fee will be charged for canceling, changing the date or time of the party; within 2-weeks of the party date, all party fees become non-refundable.

The Sussex Birthday Party Reservation Form is available today by contacting the Sussex Parks & Recreation Department or printing the form from our website.  
[www.villagesussex.org](http://www.villagesussex.org)



**Sussex Parks & Recreation**  
N64W23760 Main Street  
Sussex WI 53089  
262-246-5200 Office  
262-246-5222 Fax  
  
[recinfo@villagesussex.org](mailto:recinfo@villagesussex.org)  
[www.villagesussex.org](http://www.villagesussex.org)

**Birthday Party Coordinator**  
**Megan Sackett**  
262-246-5200  
[msackett@villagesussex.org](mailto:msackett@villagesussex.org)



# Sussex Birthday Parties



Sit back ... Relax ...  
We've Got This!



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N64W23760 Main Street  
Sussex WI 53089  
262-246-5200



# Birthday Party Themes

## SAMPLE OF THEME ACTIVITIES:

(these are not necessarily all inclusive)

- **DETECTIVE:** detective training, obstacle course and treasure hunt.
- **HAWAIIAN:** hula dancing, sand art, tropical relay race, ocean in a bottle, sun catcher craft
- **PRINCESS:** crown craft, makeovers, pass the wand game, lost slipper game, princess says game
- **PIRATES:** Pirate hats, treasure chest craft, treasure craft, treasure hunt, hook-the-treasure game, walk the plank game
- **SPORTS:** baseball, basketball, football, volleyball, bowling, tennis, soccer, Frisbee games, sports-related craft
- **SPA:** manicure, pedicure, facial, home-made bath salts, cotton ball race, pedicure musical chairs
- **SAFARI:** craft-binoculars, craft-animal masks/hats, big game hunter game, monkey-see, monkey-do game, safari hunting training
- **HARRY POTTER:** making wands, potions class, Quidditch, care of magical creatures, sorting ceremony.
- **DANCE:** choice of learning a hip hop, ballet or jazz routine along with an appropriate craft.
- **OUTER SPACE:** making moon rocks or moon sand, astronaut training course, making astronaut helmets, moon rock hunt, asteroid dig

# Pricing

Deposit (applied to base fee)	\$25
Base Party Fee: Resident Non-Resident (includes birthday child and six guests)	\$135/R \$160/NR
Additional Time - 2 week Advanced Notice Required	\$20/hour
More than 7 children 2 week Advance Notice Required	\$9/extra per child
Piñata - Advanced Notice Required	\$20/each
Additional Tables & Chairs - (up to 8 chairs per table) 2 week Advanced Notice Required for add non-paid guests or outside food.	\$10/table
Additional Cupcakes - 2 week Advanced Notice Required Each paid guest receives one cupcake.	\$5/ 6 cupcakes
Payments received and returned as non-payable will be charged a fee for all returned submissions. The birthday party will be cancelled until issuer pays in full the amount of the returned submission plus all accrued service charges. Party dates will NOT be held open.	\$30/each returned submission

Review the birthday party agreement for additional fees that may apply to your birthday party request. Final guest count must be made one week prior to party. All fees must be paid in full one week prior to the requested party

# Party Details

All parties are led by energetic recreation staff members for 1.5 hours of FUN, FUN, FUN!

- \* Party location may vary depending on facility availability and party theme. Location will be confirmed at time of contract.
- \* Reservations must be received and confirmed 2-weeks in advance of preferred date.
- \* One hour is set aside for games & crafts. Thirty minutes is allotted for opening presents and eating cupcakes. Cupcakes are only provided for the number of children attending.
- \* Parties include: invitations, tableware, cupcakes, beverage, birthday décor, games, all activity supplies and a goodie bag and balloon for each child.
- \* Pinatas are available for \$20.00.

Upon reservation you will choose :

Cupcake Mix  
(chocolate or yellow)  
Frosting Flavor  
(chocolate, white, funfetti)  
and One Choice of Beverage  
(milk, fruit punch, lemonade, water)

