



The Play Space Party Handbook

155 Main St Salem NH

Please read through this handbook. By signing below you agree to the listed rules, times, and responsibilities. Thank you!

Timing:

2 hr block for party attendees, ½ hour before and ½ after for host to set up/clean up.

Saturday _____: 10:00am-12:00pm

Set up can start as early as 9:30am, Clean Up needs to be complete by 12:30pm.

Guest Limit:

8 children and 16 Adults, pre-crawlers do not count against the guest limit.

Space (please see below for photos of space):

- Coatroom with hooks, nursing area and changing table
- 1st room: large climber, play kitchen, play grocery area
- 2nd room: blocks, animals, people, cars, small table for art
- 3rd room: Babyland: baby safe toys and climbers
- Kitchen area: mini fridge (4.3cubic ft capacity), sink, microwave
- Bathroom: sink and toilet
- 1 kid sized folding table (48 X 24 inches) with 8 kid sized chairs.
- Adult folding chairs available upon request.

Policies:

- No nuts. Nut free food only please.
- No outside shoes (including adults). Slippers are welcome, shoe covers are available free of charge. Grippy socks are strongly recommended.
- No alcohol or drugs of any kind.
- No animals except for service animals.
- Host is responsible for the safety of guests.
- No glitter or confetti.

SFR Staff Responsibilities:

1. Prep space for party (follow Play Space morning procedure)
2. Assist Host with decorations if needed
3. Set up the tables and chairs for the family for snacks/desserts
4. Assist in clean up with host
5. Vacuum, empty trash, close up building

Host Responsibilities:

1. Bring own supplies and decorations, including plates/silverware, napkins, food
2. Set up decorations as needed
3. Serve guests during eating time
4. Assist in general clean up with staff, including taking down and disposing of decorations

Possible Checklist for Families:

- Cooler for drinks
- Tape
- Streamers/Balloons
- Drinks and food
- Cups, plates, utensils, napkins
- Table cloths

Cost:

- **Free** for families with proof of income eligibility. Families that earn no more than 200% of National Poverty Guidelines **each month** for their family size are eligible.

Household/ Family Size	<u>200%</u>
1	2,510.00
2	3,406.67
3	4,303.33
4	5,200.00
5	6,096.67
6	6,993.33
7	7,890.00
8	8,786.67
9	9,683.33
10	10,580.00
11	11,476.67
12	12,373.33
13	13,270.00
14	<u>14,166.67</u>

- Families who earn above the monthly income eligibility are required to pay: \$200. Checks can be made out to Salem Family Resources and are required 7 days before the planned party date. Refunds and rescheduling are available if needed.

Insurance: We require that all families who host at The Play Space must have home or renters insurance and must provide proof of insurance no later than 7 days before their planned party. Please email proof of insurance to playspace@salemfamilyresources.org

Checklist for Approval of Birthday Party at The Play Space:

- Proof of household monthly income eligibility (paystub)
- Proof of home/renters insurance
- Read the handbook
- Check/cash for payment if not eligible for free party rate

By signing below you agree to the rules and policies of The Play Space. If there is an emergency please follow the posted Emergency Procedures. **Please note that as a participant/guest/host at Salem Family Resources you assume all risk and liability by coming to our spaces. We are not responsible for any personal property, injury, or accidents.**

Host

Date

The Play Space

