



Below is a brief summary of fees and responsibilities. Please contact Summer at 570.654.9847 for complete details.

#### Fees for Books and Birthdays

1. Parties are \$100 for up to 12 children and \$7.50 for every child after with a maximum of 18 children.
2. A \$30 non-refundable deposit will be required to secure a date. No party will be scheduled without a deposit, therefore you may lose your date to another party until the deposit is made. In the event that a party needs to be cancelled, the deposit is transferable to another date within 30 days of the original party date.
3. Balance is due 7 days before the party date. No refunds for “no show” guests.
4. Parties are limited to 1 hour and 45 minutes. No extra time can be scheduled.
5. As an optional feature, for \$20 you can honor your child and their birthday in a newly purchased book.

#### The West Pittston Library agrees to provide the following:

1. Early access to the room 30 min prior to party time for any set up.
2. A Party Coordinator who is responsible for organizing structured entertainment for party attendees based on one of the following themes: Jungle/Zoo, Pirate, Monsters, Insects/Bugs, Sports, Dinosaurs, Space, Wild West, Princess, Beach/Undersea/Luau, Art, Dance, Pajama Party, Carnival/Circus, Movies, Farm, Camping/Outdoors, Dr. Seuss, Eric Carle. Glow Parties and others not listed will be provided for an extra.
3. Various pre-set theme-related stories, songs, games and crafts for the first hour and a book arrangement displaying theme-related books for check out.
4. Access to book collection with the option of checking some out.

#### As a Books and Birthdays host, you agree to the following:

1. Provide the Library with a final head count no later than 7 days before the party date
2. The use of tablecloths on all tables.
3. Provide any and all refreshments for your guests.
4. Limit your refreshments to boxed drinks with a straw and/or bottled water to prevent spills.
5. Clean the tables and refreshments and dispose of any trash as soon as the party is over.
6. Ensure any child age 6 and under is accompanied by an adult at all times.
7. See to it that a parent/guardian browses the book collection together with their child to maintain orderly shelves.
8. The Library is not responsible for lost or stolen goods.