



### Storytime Birthday Agreement

The Union Library Company of Hatborough (ULCH) will provide a Storytime Program for children's birthday parties subject to the following conditions:

- Children's birthday parties may be held in the Children's Room for a fee of \$75.00 for the first hour; \$50.00 for each additional hour.
- Birthday party are scheduled on Saturdays during normal ULCH hours of operation for two (2) hours.
  - Parties must be concluded by 4 pm, and the Children's Room vacated by 4:15 pm.
- Eighteen (18) is the maximum number of children allowed to attend a party; two (2) adults (not including ULCH staff) must always be in the occupied room(s).

#### The ULCH Birthday Party Package includes:

- ULCH staff will read an age-appropriate story that reflects the birthday party's theme.
- ULCH staff will set-up and introduce a craft activity.
- The birthday child may choose one book to keep from the ULCH Thomas Book Shop.

#### Party host is responsible for:

- Supervision of the children at all times.
- All refreshments
  - To be set-up and consumed in the Thomas Book Shop.
  - Food and drink are not permitted outside the Thomas Book Shop.
  - ULCH reserves the right to approve the menu.
  - Alcoholic beverages are prohibited.
- Decorations, plates, cups, utensils, and table covers.
- Any activities in addition to the Story Time Program.
- Returning the room(s) to its original condition, i.e., cleanup, trash removal.
- Any damage to ULCH equipment and/or facilities.

Please email ULCH Director ([director@hatborolib.org](mailto:director@hatborolib.org)) with any questions regarding this agreement.

I have read and understand the above conditions and agree to all the terms, and I will complete *Library and Equipment Use Request*.

\_\_\_\_\_  
Party Host Signature

\_\_\_\_\_  
Date

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#### Office Use Only

Date request was received: \_\_\_\_\_

Approved: Date Confirmation Email Sent: \_\_\_\_\_ Date Fee Collected: \_\_\_\_\_

Date Event posted on Master Calendar: \_\_\_\_\_

Declined:  Date not available  Other \_\_\_\_\_