

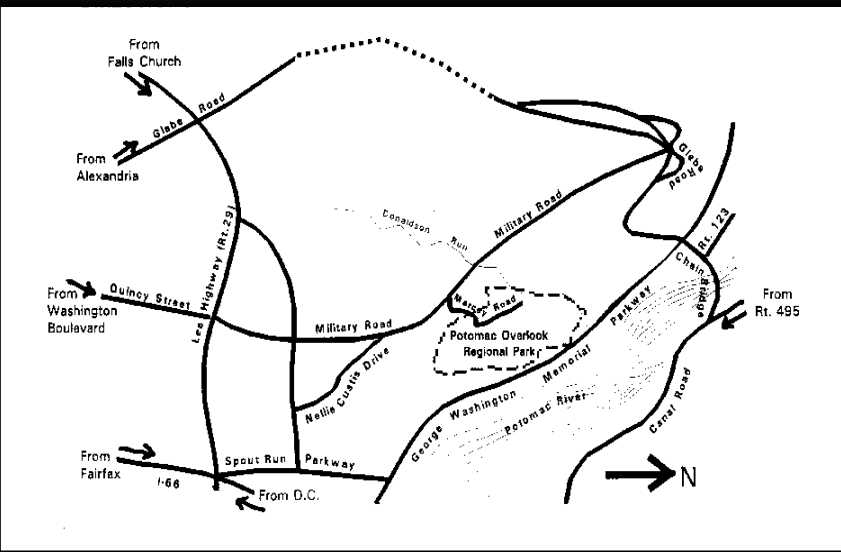
## Include in your Invitation:

Add a note about how to dress for the party. "Play" clothes are the most appropriate for parties at the Nature Center because we often go outside. If you do not recommend proper attire, children may arrive in party dresses, dress shirts and ties, and dress shoes.

### BE SPECIFIC ABOUT WHEN AND WHERE YOU WANT GUESTS TO MEET:

You may drive your car down to the Nature Center to load and unload party supplies. However, guests must park in the parking lot and walk to the building. Plan to either go up to the parking lot to greet your guests and walk them down as a group OR remind parents, in the invitation, to escort their children down and pick them up at the Center at the conclusion of the party. The distance from the parking lot to the Nature Center is approximately 300 yards. For very small children or in the case of inclement weather, children can be carpooled down to the nature center, but no more than 3-4 cars should be used. All but 1 or 2 should be returned to the main parking lot.

### Directions to Potomac Overlook Regional Park



Potomac Overlook Regional Park  
and Nature Center  
2845 N. Marcey Road  
Arlington, VA 22207  
(703) 528-5406  
[potomac@nvrpa.org](mailto:potomac@nvrpa.org)  
[www.nvrpa.org](http://www.nvrpa.org)

## Birthdays



### At Potomac Overlook Regional Park

Nature Center facilities are available for birthday parties for children ages 4 and up. The fee is **\$150** per party, or **\$125** for low-waste parties (see inside for more details!).

### Our birthday parties include:

- Use of the auditorium for 3 hours (½ hour for set-up, 2 hours for the party, ½ hour for clean-up)
- A hands-on nature program of approximately 30 minutes.
- Use of tables, chairs, and kitchenette.
- Use of stereo and/or VCR (upon request)
- A complimentary 1-year subscription to the Potomac Overlook mailing list

After the nature program there is plenty of time for cake, ice cream, games and fun. To plan a Nature Center birthday party, please read the following information carefully, then contact Potomac Overlook Regional Park Nature Center at 703/528-5406 to make a reservation.



POTOMAC OVERLOOK REGIONAL PARK  
IS A PROPERTY OF THE NORTHERN VIRGINIA REGIONAL PARK AUTHORITY  
Also visit: [www.nvrpa.org](http://www.nvrpa.org) and [www.potomacoverlook.org](http://www.potomacoverlook.org)

## Birthday Party Agreement

Please complete the following information and return this portion of the brochure, along with your check for \$125/\$150 within one week of making your reservation. Be sure to read the attached brochure carefully before signing and returning this form.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_

E-mail \_\_\_\_\_

Date/Time of Reservation \_\_\_\_\_

Child's Name \_\_\_\_\_

Expected Number of guests \_\_\_\_\_ Age of guests \_\_\_\_\_

Topic of Presentation (if already chosen) \_\_\_\_\_

### TYPE OF PARTY (CIRCLE ONE)



**LOW-WASTE (\$125)**



**NORMAL (\$150)**

I understand and agree to all terms as laid out in this brochure. ***I agree to return the nature center party room back to its original condition once my party has concluded.*** This includes any and all cleaning necessary to make this happen as well as bagging and removing trash. ***Abiding by the low-waste option is on the honor system. We ask that you please pay the difference if you find that you cannot fulfill the 1-bag trash limit.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Guidelines for Birthday Parties

- Birthday parties are scheduled around programs for the general public and other program requests. We cannot accommodate all party requests.
- Reserve your party at least 3 weeks in advance by calling us at 703/528-5406. Reservations are held for one week and are confirmed when payment is received.
- **Payments are non-refundable**  
Checks should be made out to NVRPA and mailed to: ***Potomac Overlook Regional Park, 2845 N. Marcey Road, Arlington, VA 22207.*** If payment is not received within one week after the initial reservation, Potomac Overlook reserves the right to cancel your reservation and schedule another group in that time slot.
- *Suggested* guest limit: 12 children.
- Our staff will provide a nature program of approximately 30 minutes during the party. Unless another topic is requested, the program will be a hands-on Nature Center tour, adapted to the age level of your group.
- **Helium balloons *may not* be released in the park.** If you must bring helium balloons, they should be tied down and removed at the end of the party.

You are responsible for leaving the room in the condition in which you found it. A vacuum and cleaning supplies are available for your use.

## Suggestions for Planning Your Party

### Have a low-waste party!

Keep things simple! We offer a discount to party groups that re-use decorations, bring food in reusable containers, and recycle the rest. We understand that some waste is unavoidable, but if you do not fill more than one of our auditorium trash cans (standard kitchen size), you can enjoy your party for \$25 less! (Honor system - if you have more than one reasonably packed bag of waste, please leave a \$25 check).

Is party-favor mania making you crazy? As part of the "low-waste party", consider reducing or eliminating party favors at your birthday party. This is totally at your own discretion, but if you decide against party favors, you will receive a "mystery prize" from the park staff!

### Have a party agenda!

Our program will fill approximately 30 minutes, leaving an hour and a half for you to entertain your group. This time might include: lunch, cake and ice cream, gift-giving, games, crafts, and more. **BE CREATIVE!**

### Considering a theme party?

Why not something nature related? If your child likes birds, decorate in his or her favorite color and make origami birds. Ask guests to fit gifts to your child's theme. The topic possibilities are as endless as nature!

If your child is a fan of stories, add one to the program. Have guests write and illustrate an adventure/birthday story as part of the activity. Later, you could send a copy to each guest instead of assembling elaborate "goody" bags. Ask the children to bring a favorite book or book store certificate as a gift.