



## Birthday Party Acceptance Letter

1. Parties are generally scheduled at the fire station located closest to your home. Should you like to have your party at a different fire station, please discuss this with the officer that contacts you for scheduling.
2. You may schedule party dates for any Saturday or Sunday between 1:00 and 4:00 p.m., unless otherwise approved by an officer.
3. Birthday parties should not exceed two hours.
4. ***WFR will allow parents the opportunity to arrive no more than thirty (30) minutes in advance for set-up and remain thirty (30) minutes afterwards for clean-up.***
5. Parents must provide all supplies including but not limited to paper goods, cakes, balloons, drinks, etc. Parents are responsible for all set-up and clean-up. The Friends of Wylie Fire Rescue offer paper good supplies for your convenience; however, items must be purchased in advance.
6. WFR offers ice machines, refrigerators, and freezers for cake and ice cream storage.
7. Tables and chairs are supplied for up to 12 children. If additional seating is necessary for family members, parents are responsible for providing those tables and chairs.
8. Because a lot of parents attend parties with their children, and many of them bring siblings, WFR must ask you to limit invitations to 12 children per party.
9. WFR staff will do their best to make your child, and their guests, feel as welcome as possible. WFR staff will give guided tours of the station, and allow the children the opportunity to view vehicles. Additionally, they will give a short overview of fire safety.
10. WFR remains on call 24/7, 365 days per year delivering excellent E.M.S. and fire services to our citizens. If our staff is dispatched to a call during your child's party, firefighters will be forced to leave the party. In essence, you may not get everything you expected. As much as we may regret this action, our number one focus must be assisting individuals at a crucial moment in their lives.

We are so excited to share your child's next birthday with us!

Please sign and return this document stating you have read and understand the material listed here.

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Enter or Sign Your Name Above:

Enter Date Above:

☐ If submitting electronically and by checking the box, you acknowledge and authorize the acceptance of your electronic signature above.

Customer Information		Party Details	
Name:		Station:	
Phone:		Date:	
Email:		Start Time:	