

# Lynchburg Parks & Recreation Parties

## General Program Information

301 Grove St.  
Lynchburg, VA 24501



434.455.5858



434.528.2794



### How to Book

Please book online, call the customer service desk at 434-455-5858 or stop by Miller Center to book a party. Party bookings must be made at least 4 weeks prior to the party date.

---

### Party Schedules

Party scheduling is based on staff and facility availability. Parties are generally held on Saturdays and Sundays; parties may also be held on weekdays, depending on availability. Each party runs for 2 hours with either a 45 to 60 minute program.

---

### Party Options

We offer a variety of party programs including Nature Zone Live Animal Safari and Paint Parties at the Miller Center, Outdoor Adventure Parties at Ivy Creek Park, and Pottery Parties at Jackson Heights Art Studio. Each program can be customized to better suit your interest. More information on individual party offerings can be found online or in person at the Miller Center.

---

### Payment Due

Payment in full is due 10 business days prior to the party to hold the date and facility. Payment can be made in-person (cash/check/credit card) or via mail (check only) given enough time.

---

### Guest Policy

Adult chaperones are required during parties for children under 16 years of age. Chaperones will be responsible for providing adult supervision and serving refreshments.

---

### Food

A half sheet cake and punch will be provided. Cake will have the birthday child's name on it and serves 18 (3"x3") to 40 (2"x2") pieces. You may request chocolate, white, yellow or marble cake however staff cannot guarantee a flavor. You may bring additional food to the party. If you wish to provide your own cake we offer a \$10 discount.

---

### Decor

Parks & Rec will provide decorations including streamers, table clothes, center pieces, cups, cake plates, napkins and utensils. Tables and chairs for party participants will be provided to eat and serve refreshments. You may bring additional décor. Note that décor cannot be attached to walls or ceilings in the party room or to picnic shelters.

---

# Lynchburg Parks & Recreation Parties

## General Program Information

301 Grove St.  
Lynchburg, VA 24501



434.455.5858



434.528.2794



### Running Late

If you think you may be late, please call the number a staff member provides immediately. We apologize, but we cannot extend the party time due to tardiness.

---

### Getting to Miller Center

If you are coming from Park Ave. turn onto Euclid Ave. and left onto Wadsworth St. If you are coming from Fort Ave. turn onto Wadsworth St. Park in the rear parking lot of the Miller Center off of Wadsworth Street and enter on the lower level main entrance and turn right. Nature Zone will be on the left and the community room on the right.

---

### Upon Arrival

Party hosts and guests can place gifts and coats in the party venue. Guest will have 5 to 10 minutes before the program begins, during which time guest are welcome to socialize, explore the Nature Zone, Art Studio, or park. Host parents may arrive a 1/2 hour before the program begins.

---

### Safety Policy

For the consideration and safety of our staff, animals, and facilities, the following items are not allowed: toys, masks, toy weapons, flying or projectile objects, bouncy balls, flowers, confetti, gum, wheeled shoes, skateboards, or scooters. All participants and parents or guardians must sign waivers for each child before program begins.

---

### Cancellation Policy

Refunds will only be considered if requested 5 business days or more prior to the start of the party and may be subject to an administrative fee for incurred costs. No refunds (or partial refunds) will be issued to customers who fail to attend a program.

Participants will be notified of changes or cancellations due to inclement weather by a staff member 1 business day prior to party.

---

### FAQ

Can I bring extra food and decorations?

- Yes, you are welcome to bring your own food and decorations as long as they do not violate our safety policy.

Can I stop by earlier than 1/2 hour before party begins?

- No, our staff need time prior to your arrival to set up.

Does the maximum number of participants include adults for my child's party?

- No, the maximum number of participants is only for children. For parties with participants over 16 years old the maximum number applies to all attendees.