



# Birthday Party Fact Sheet



Thank you for booking your party at Westchester Skating Academy. The following are some frequently asked questions. Kindly take a moment to read through the list. Knowing the answers will help ensure that all your guests have an enjoyable experience.



## When do I need to give you a final guest count?

Approximately one week before your party a member of our staff will contact you to review all final details of your party. At that time, we will also ask you to confirm drink choices and additional food. Please contact our office if the number of guests changes.



## What if a guest does not show up on the day of the party?

If confirmed guests do not show on the day of the party, then you are only required to pay \$3.00 per person to cover the cost of the food. You are not obligated to pay the full additional guest price.



## Where do we go when we arrive?

Please check in at the birthday party table in the lobby where you and your guests will be greeted by our party staff. Our party staff will direct you where to go from there based on how you have scheduled your party.



## Can adults/siblings skate too?

Additional skaters can join your party on the ice for a discounted rate of \$7.00 per person, which includes session admission and skate rental. Prior to your party, kindly inform a member of our staff if you would like their admission added to your final bill or if they should simply pay us directly.



## How should we dress?

Please remember that our ice rinks are cold! Coats and gloves are recommended. Helmets are a great idea for skaters as well.



## Are group lessons available during the ice time portion of the party?

Lessons are scheduled through the birthday party office and must be booked at least a week prior to your party. We will arrange for your instructor to meet your group at the designated time. The fee for lessons is \$50 per half hour and MUST be paid by directly to WSA by **Cash Only**.



## How will my guests know when it is time to come off the ice? (Skating first only)

At check-in please refer to the signs for your party. Our party manager will inform you and your guests where your assigned locker room is located. Guests should meet in the locker room at the conclusion of the skating portion of the party. Please remain in the locker room until your hostess meets you to escort you and your guests to the designated party room.



## How much time do I have in the party room?

If you have scheduled the Basic or Coolest Party Package, you will have 45 minutes in the party room. Karaoke parties will have one hour in the room. The Basic Package can finish quickly, so please speak with one of our party planners to avoid down time in the room.



**Can adults eat ice cream too (Coolest/Karaoke Packages)?**

Our ice cream bar is extremely popular, as a result please let us know in advance if you would like to offer ice cream to your adults. We can add this option to your final bill for \$2.25 per person.



**Is Gratuity for the party hostesses included?**

No, gratuity is not included and the amount you give is discretionary. We recommend tipping 10% of your party total and this must be paid with

**Cash Only.**



**Can I purchase additional food for adults and/or children?**

The Sky Box Café's delicious food is available for your guests and we will coordinate it all for you. A menu and price list is enclosed. You can order extra drinks, pizzas, chicken tenders, wings, wraps, salads, quesadillas, mozzarella sticks, fries, chips, crudités and much more. Food orders must be placed 5 days in advance.



**Do I have to bring the paper goods?**

No need to bring anything. We provide all the paper goods, and we even have the candles!



**Can I bring in my own cake?**

Yes, you may bring in your own cake. No other outside food is permitted.



**What about party favors?**

We have worked very hard to find the very best skating themed favors around! We have a large selection of figure skating and hockey favors. Pricing and pictures of these items are on our website or you can feel free to stop in, and we will gladly show you the real thing. Favors must be ordered 5 days in advance and can include an assortment of candy for only \$1.00!



**Where can I get directions to the rink?**

Detailed directions to our rink are available online at [www.skatewsa.com](http://www.skatewsa.com).

**If we can be of further assistance do not hesitate to call our office at 914-347-8232.**

*Mariann or Jolie x 100  
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