

How To Request A Birthday Party:

Step 1: Create a household account at MedfordRecreation.org

Step 2: Once household account is approved, log into your recreation account and visit the Facilities Tab—LoConte Rink

Step 3: Under the Birthday Party section, select Option A or B and fill out a request.

Step 4: If space is available, your birthday party request will be approved.

***If you have any difficulty requesting a birthday party online, please contact John Curley at jcurley@medford-ma.gov**



**For questions about
LoConte Rink,
please contact
John Curley
[jcurley@medford-
ma.gov](mailto:jcurley@medford-ma.gov)**



Medford Recreation Department

30 Forest Street
Medford, MA 02155

Phone: (781) 393-2486
E-mail: MedfordRecreation@medford-ma.gov
Website: MedfordRecreation.org

**Celebrate
Your Birthday
At
LoConte Rink!**



97 Locust Street | Medford, MA



MedfordRecreation.org



The hallway at LoConte Rink will be reserved for birthday parties. Tables and chairs will be available for your guest. A divider is placed between the hallway and lobby for privacy.

What to Bring:

- Food and Beverages (no alcohol)
- Paper plates, napkins & utensils
- Table cloths
- Decorations
- Balloons are restricted to the lobby only.

OPTION A

Cost: \$100

Max Guests: 20

Reservation

Time: Parties must be booked during public skate time only (excluding Saturday night). Only one party per public skate time.

* Shared space with public skating.

Included:

- Hallway to be used as a party room.
- 4 tables / 20 chairs
- 1 folding table for food and beverage.



OPTION B

Cost: \$250

Max Guests: 50

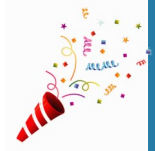
Reservation

Time: Parties can be booked for 1.5 hours when the rink is available.

*Exclusive use of the rink during the party.

Included:

- Lobby and hallway to be used as a party room.
- 4 tables / 20 chairs
- *Additional seating in lobby
- 2 folding tables for food and



Waivers:

All party guests must submit a signed waiver prior to the party. Waivers can be found online at MedfordRecreation.org | Facilities | LoConte Rink. Waivers can be mailed to jcurley@medford-ma.gov prior to the party or be collected by rink staff the day of the party. Staff will be onsite during the party.