



FALSE CREEK COMMUNITY CENTRE

BIRTHDAY PARTY AGREEMENT

1318 Cartwright Street, Vancouver BC, V6S 2H2 T 604.257.8195 ext. 1

PLEASE ONLY FILL OUT THIS AGREEMENT IF YOU HAVE A CONFIRMED REGISTRATION BOOKING DATE.

Parent / Chaperone's Name: _____ Phone Number: _____

Email Address: _____ E-mail address _____ Cell Number: _____

Birthday Child's Name: _____ Child's Gender: _____

Birthday Party Date: _____ mm / dd / yyyy _____ Child's Birth Date: _____ mm / dd / yyyy _____

Number of Adults: _____ Number of Children: _____ Age Range of Children: _____

SELECT PACKAGE

Package	Services	Price	Day and Time
SATURDAY OPTIONS			
Play/Gym Party Up to 20 children <i>Maximum 60 total attendees (including children & adults)</i>	<ul style="list-style-type: none"> • Party Room: Tyee Hall • 5 Tables and Chairs • 1 staff assisting with set up, clean up, and supervision of equipment. • Does not include plates, napkins, cutlery, and minimal decorations* • Shared Kitchen access for fridge/freezer food storage – please ask Staff for access • For party upgrades to include the bouncy castle and basic decorations for party room, please see **Add-Ons** 	\$140	<input type="checkbox"/> Set up - 12:30pm-1:00pm <input type="checkbox"/> Total Party Time - 1:00pm-3:00pm <input type="checkbox"/> Play-Gym Time - 1:00pm-2:00pm <input type="checkbox"/> Clean up – 3:00pm-3:30pm
SUNDAY OPTIONS			
Play/Gym Party Up to 20 children <i>Maximum 60 total attendees (including children & adults)</i>	<ul style="list-style-type: none"> • Party Room: Tyee Hall • 5 Tables and Chairs • 1 staff assisting with set up, clean up, and supervision of equipment. • Does not include plates, napkins, cutlery, and minimal decorations* • Shared Kitchen access for fridge/freezer food storage – please ask Staff for access • For party upgrades to include the bouncy castle and basic decorations for party room, please see **Add-Ons** 	\$140	<input type="checkbox"/> Set up - 11:30am - 12:00pm <input type="checkbox"/> Total Party Time - 12:00pm-2:00pm <input type="checkbox"/> Play-Gym Time - 12:00pm-1:00pm <input type="checkbox"/> Clean up – 2:00pm-2:30pm

***Add-On's** At least two weeks' notice from the party date is required to add an extra service

Play/Gym Birthday Party Upgrade	\$80
<i>2 leaders to include the supervised bouncy castle</i>	\$10
<i>Minimal decorations: streamers and table covers</i>	

Birthday Party Package: \$ _____
Extra Services: \$ _____
Party Total: \$ _____

***** Please read and sign page 2 for Birthday Party policies. *****

REFUND / TRANSFER / CANCELLATION POLICIES

Initial here

1. There will be an administrative charge of \$5 applied to all refund/transfer requests. **Refund rates:** Full refund for cancellations with 15 days or more notice; 50% refund for cancellations within 8-14 days' notice, and No refunds for cancellations/transfers with less than 7 days' notice. If notification is not received before or by the stated time, the payee will forfeit all or some of the monies already paid.
2. Any refunds made may take up to 2 weeks for delivery.
3. **Bookings that are made within a week of their party date must be pre-approved by scheduling staff before confirmation of their party slot.**
4. False Creek Community Centre reserves the right to cancel a party, when necessary. In this event, the payee will receive notice at least 48 hours prior to the party date and all monies paid will be refunded.

FOOD POLICY

Initial here

1. If the party group uses our kitchen facility, it must supply its own linens, utensils, soap, dish towels, cloths, etc.
2. The party group may heat precooked food only if serving food in our microwave. The party group may not cook food on the premises. The party group **may not bring in heating equipment** of any kind to use on the premises.
3. The party group may use outside caterers to serve food (nut-free only) on the Centre's property during the party.
4. The Kitchen is only to be used for heating and food storage purposes only.
5. **NO ALCOHOL** or any substance containing alcohol may be brought in to or consumed on the premises.

SET UP AND CLEAN UP POLICY

Initial here

1. The party group may not enter the party space before the agreed upon time. They should take into consideration the time they require for set up and clean up and include this in the party time. A party group may not stay longer than the agreed times.
2. **In addition to the party time, up to 30 minutes prior to the party and up to 30 minutes after the party will be scheduled for set up and clean up.**
3. The party group must report to the staff at the start and end of party period. All participants in the party must follow the directions of the staff on shift, who is in charge of the building.
4. Tables and chairs will be set up for the party, as long as approximate number of attendance is indicated. All decorations must be taken down at the end of the party. Packing tape and Duct tape removes paint and damages the walls, therefore, the party group must bring and use their own **Painter's tape only**. Please note we will **NOT** supply party hosts with any tape.
5. **The party group is held responsible for the clean-up of all food items in the party (this includes all take-out containers for food like pizza boxes).** The party group must leave the space clean and tidy and on time.

OTHER TERMS

Initial here

1. **Any Third Party contractors (i.e. mascots, party performers, animals) must be approved by the Recreation Programmer.**
2. **False Creek does not permit any or major equipment to operate during birthday parties.**
3. **Party hosts will NOT receive any follow-up calls or emails unless this form contains incomplete information.**
4. The party group is responsible to see that the attendance at the party does not exceed the maximum number of people allowed in the space (60 persons total).
5. The following items are **NOT** permitted on premises: **confetti, glitter, alcohol and helium balloons.**
6. Piñatas are allowed but parents are responsible supervising the children while the piñata is in use. **Party hosts are NOT permitted to hook/mount piñatas to our basketball hooks and hoop or walls. Party hosts are responsible for bringing in their own equipment to facilitate all piñata activities.**
7. **SMOKING is NOT** permitted anywhere in and/or on the grounds of False Creek Community Centre.
8. A party group found to be in breach of this agreement may be asked to leave the premises and forfeit all payments made.
9. Cost of repairing any damage to the Centre or equipment caused by any participant in the party, including the cost of extra janitorial services will be charged to the party group.
10. **Mandatory parent participation is required for the event; False Creek Community Centre staff and Contractors are not responsible for the supervision of the children attending the party.**
11. **Any modifications to your booking must be approved and emailed to FalseCreek.CommunityCentre@vancouver.ca up to 72 hours before your reservation time.**

The undersigned user hereby agrees to abide by the above terms & ensure that the above terms are complied with by the party group.

Signature

Date