

BIRTHDAY PARTY BOOKING AGREEMENT

Parties must be booked and secured by the 20th of the month before the desired date, through the Community Recreation Supervisor at 780-842-1363 x1617 or by coming to the Garrison Fitness Centre, Monday to Friday 800-1600 hours. Parties will be hosted at the Buffalo Park Hall. Party bookings are limited to CAF families only. Once the booking agreement is signed and confirmed by the Recreation Program Supervisor, and the full amount is paid, then your date will be on hold. Party bookings are on a first come, first serve basis.

All birthday parties must be staff facilitated, as we do not rent out the facility for independent birthday parties. A max of 20 participants can attend the facilitated party games, crafts and activities. Families can pick one of the theme options given, and the cost of the package will adjust accordingly. If you have any questions regarding the theme package, please contact the Recreation Supervisor.

Staff will set up and run the chosen theme decorations, crafts and games that is included in the theme package information. Parents/guardians are to bring and arrange their own food, beverages, cake, candles, lighters, cups, plates and cutlery. Food can be stored in the fridge available on-site. Any additional decorations brought by the family should be limited to tables, floors and/or designated areas. The use of confetti and nails is prohibited, but tacks and tape can be used.

Parents/Guardians will be able to access the facility 15 minutes prior to the start time to review the decorations, set up any food/beverages and go over expectations with staff. Staff will run facilitated play for 1.5 hours, and then the party guests will have .5 hours for cake, food and presents. The party will run for a total of 2 hours, and clean-up will occur up to 15 minutes after the scheduled end time. Parents/Guardians are responsible for the removal and clean-up of all items brought to the venue. Staff will take care of theme decoration clean-up. Please leave the space in a state of general tidiness and place all garbage into the appropriate bins. Your party must be finished and ready to leave the space on time as indicated and agreed to in the contract. Parents/Guardians are responsible for the purchasing of any prizes, treat bags, and gifts if they would like; if you are purchasing prizes for games, you will be responsible for the rewarding of those prizes.

Initial _____

Your group will be held responsible for any damages caused by usage and/or damages sustained to property, equipment, and/or facility due to participants or spectators' negligence and agree to indemnify the Recreation Department of all responsibility. A bill for any repairs required from damages, will be sent to the address of individual listed below. A release of liability, waiver of claims and indemnity agreement for the birthday party **must** be signed by the parent/legal guardian of the host family the day of the booking.

The PSP Recreation Department has the right to amend or cancel a booking for the following reasons: **Failure to make a payment at the time of booking, +renovations/repairs, emergency concerns, inclement weather or violation of agreement.**

1. Cancellations can be made at any time; however, there will be no refunds. If there are unforeseen circumstances resulting in your cancellation, please talk to the Recreation Supervisor. All refunds are up to the discretion of the Recreation Supervisor, Coordinator and/or Manager;
2. If there is an unpreventable closure of the facility, the staff will contact you and offer you a refund or try to find another building to host in.
3. A completed Party Package Cancellation Form is required for birthday party booking cancelations. Please contact the Recreation Program Supervisor to obtain and complete this form.

I, _____ have read, understand, and agree to the above-mentioned rules, regulations and guidelines, for PSP Recreation birthday party rentals.

Client Signature: _____ Dated (dd/mm/yyyy): _____

Staff name: _____ Staff Signature: _____

PARTY INFORMATION

DATE: _____ TIME (CIRCLE ONE): FRIDAY (1700-1900)

CHOSEN THEME: _____ SATURDAY (1000-1200)

BIRTHDAY CHILDS NAME: _____ SATURDAY (1200-1400)

BIRTHDAY CHILDS AGE THEY ARE TURNING: _____

AGES OF CHILDREN ATTENDING: _____

HOW MANY GUESTS ARE YOU EXPECTING (20 MAX): _____

CLIENT INFORMATION

PARENT/GUARDIAN NAME: _____

PHONE NUMBER: _____ EMAIL: _____

ADDRESS: _____