

## What's Included in your Package?

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- Buffalo Park Hall Rental
- Set-up of the facility with package decorations (excluding D.I.Y Party Package)
- 2 hour birthday party
  - 1.5 hours staff facilitated play (crafts, games and activity)
  - .5 hours for cake, food & presents (parent-led)
- Maximum of 20 participants in staff-facilitated play, and parents are welcome to stay
- Access to a fridge

## What's Not Included in your Package?

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- Any food, cake, candles & lighter
- cups, plates, cutlery
- clean-up of theme decorations will be included, but please assist in the clean-up of food/ anything else that was brought

## FAQS

**Q: Can't I just book out the facility and run my own party?**

A: Unfortunately no, the event must be staff facilitated.

**Q: Can I get food delivered to Buffalo Park Hall?**

A: Absolutely! The recreation supervisor will be able to help you with the address and directions as well.

**Q: I don't like any of the themes, what should I do?**

A: We offer a D.I.Y Party option and a Party Planners option to help with this! Please inquire for more information.

**Q: Can I cook anything there?**

A: Unfortunately no, but you are able to use the fridge!

**Q: Is there age restrictions?**

A: Our parties are designed for 17 and under, but all parties can be customized to best fit their age group.

**Q: Can I have more time or can more than 20 participants attend?**

A: Unfortunately no for now, but let us know suggestions for the future!

# BIRTHDAY PARTY INFORMATION

PSP RECREATION



# Information and Booking Requirements

To book a party, a theme must be picked, a party booking agreement and liability waiver must be signed and a 10% deposit must be paid.

Party booking availabilities are on Friday evenings from 1700 to 1900, or Saturday in either a morning session (1000-1200) or an afternoon session (1300-1500). Only one-party session is available to be booked per day.



## To Book a Party:

Birthday Parties must be booked in person at the Garrison Fitness Center, Monday to Friday 0800-1600 hours. Parties are being booked from January 6 to June 22, 2025.

To see a list of current available themes please stop by the Garrison Fitness Center!



## Cancellation Policy

- **Cancellation Notice:**
- If the party is canceled at least one week prior to the scheduled party date, they will receive a refund of their payment minus their initial deposit fee.

**Refund Eligibility:** Cancellations made less than one week of the party date will not be eligible for a refund.

### Payment Status:

Failure to make payment by the designated due dates (deposit of 10% at time of payment and full payment 1 week prior to event) will result in a loss of booking.



For more information, please contact us.

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