

BIRTHDAY GYM PARTY FORM

Section 1	Contact Information		
Birthday Celebration For:			
Age Child Is Turning:		Date of Birth:	
Parent(s)/Guardian(s):			
Address:			
Email:			
Home Phone:	Cell Phone:	Work Phone:	
Section 2	Birthday Party Information		
Date of Birthday Party Package (MM/DD/YYYY):		Time of Birthday Party Package:	
		12:15pm-2:15pm <input type="checkbox"/> 2:45pm-4:45pm <input type="checkbox"/>	
Number of children _____ Number of Adults _____ Age range of children attending party _____			
Will you be bringing in outside entertainment? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please specify:			
Magician <input type="checkbox"/> Balloon Artist <input type="checkbox"/> Face Painter <input type="checkbox"/> Other <input type="checkbox"/> _____			
Outside entertainment must be coordinated and approved by the Centre two weeks prior to the date of the birthday party.			
*Please note acts that involve animals and/or fire are prohibited during our birthday party packages ** Please note that NO ALCOHOL is permitted.			

Section 3	Timeline of Birthday Party								
<p>Before the Party:</p> <p>Two weeks before the birthday party the Program Assistant II will contact each party to confirm all details within this document. On the week (Monday to Saturday) before the party, the birthday leaders will call to discuss the timeline of the party, along with the types of games, activities, and decorations that will be provided on the day of.</p>									
<p>On the Day of the Party:</p> <p>A room decorated with balloons, streamers, tables and chairs will be provided, along with two leaders to help with preparation, games, and supervision. 30-45 minutes (depending on the needs of the party) will be spent in 1/3 of the gymnasium with the leaders facilitating games. The remaining time spent in our party room (MP 320) for food (no alcohol is permitted), and cake.</p> <p>The above information accommodates up to 25 children and 5 adults comfortably. Our party room (MP 320), under the Fire Code Regulations of British Columbia, holds a maximum of 40 guests, but exceeding 30 guests is not recommended for the comfort of all participants.</p>									
Section 4	Colour Scheme								
<p>Please choose 2 colours:</p> <p>Red <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Pink <input type="checkbox"/> Orange <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Black <input type="checkbox"/> Purple <input type="checkbox"/></p> <p>*The above will be the basic colours for your balloons, table cloths, and streamers provided by the centre.</p>									
Section 5	List of Common Games / Activities								
<p>The following are a list of activities and games, please choose 4:</p> <table border="0" data-bbox="97 1218 1088 1386"> <tr> <td><input type="checkbox"/> Mr. Wolf</td> <td><input type="checkbox"/> Shark Tag</td> </tr> <tr> <td><input type="checkbox"/> Simon Says</td> <td><input type="checkbox"/> Duck Duck Goose</td> </tr> <tr> <td><input type="checkbox"/> Line Tag</td> <td><input type="checkbox"/> Banana Tag</td> </tr> <tr> <td><input type="checkbox"/> Octopus</td> <td><input type="checkbox"/> Parachute games</td> </tr> </table>		<input type="checkbox"/> Mr. Wolf	<input type="checkbox"/> Shark Tag	<input type="checkbox"/> Simon Says	<input type="checkbox"/> Duck Duck Goose	<input type="checkbox"/> Line Tag	<input type="checkbox"/> Banana Tag	<input type="checkbox"/> Octopus	<input type="checkbox"/> Parachute games
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Section 6	Disclaimers and Additional Information								
<p>The following is a list of equipment / supplies prohibited during our birthday party packages:</p> <ul style="list-style-type: none"> • Silly String • Piñata • Bouncy Castle • Window Clings • Alcohol 									
<p>The following is a list of activities prohibited during our birthday party packages:</p> <ul style="list-style-type: none"> • Storing food and/or supplies at the centre outside of the specified times of your package • Cooking and/or baking in the kitchen (a microwave will be available for warming up food only) 									

Please be reminded of the following:

- Rental groups are responsible for all food, utensils, and additional supplies (e.g. knife, bowls, plates, lighter & candles, cups, saran wrap, napkins, etc.)
- Rental groups are allowed into and must clear the party room (MP 320) by the specified times of their package (early access to the room of up to 15 minutes may be arranged under the prior approval of the party leaders).
- A fridge and freezer will be available to store food within the specified times of your package
- The information in this document must be confirmed with the Centre two weeks prior to the birthday party
- Refund Policy: Cancellations require 14 days notice and are subject to a \$25.00 administration fee. Refunds not issued to cancellations of less than 14 days.

Please be advised the information about is subject to change without notice

Additional Comments:

Please note, by signing below you are agreeing to the term and conditions outlined in this document

Name of Main Contact (Print):
Signature:
Date:

Please email completed form two weeks prior to birthday party date to:

RPHCA@vancouver.ca
Subject Line: Completed Birthday Party Form

Or drop it off at Hillcrest Recreation Centre
4575 Clancy Loranger Way - Vancouver, BC - V5Y 2M4

