

Jointly operated by Riley Park Hillcrest Community Association and Vancouver Board of Parks and Recreation

## Birthday Party Registration Information

Parent/Guardian's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Birthday Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Birthday Party Date: \_\_\_\_\_ Total number of guests: \_\_\_\_\_

Option	Details	Price	Please select ONE Time
1*	Room 320 and Gym <ul style="list-style-type: none"> <li>• Tables (2'x6' tables and preschool tables available)</li> <li>• Small kitchen available to warm up food</li> <li>• Maximum 40 guests; 30 guests is recommended</li> </ul>	\$199	<input type="checkbox"/> 11:45am-1:45pm ( <i>Gym 12:00-12:45pm</i> ) <input type="checkbox"/> 2:30pm-4:30pm ( <i>Gym 2:45-3:30pm</i> )
2*	Room 322 and Gym <ul style="list-style-type: none"> <li>• Tables (2'x6' tables and preschool tables available)</li> <li>• 2 sinks and counter space available</li> <li>• Maximum 40 guests; 30 guests is recommended</li> </ul>	\$199	<input type="checkbox"/> 12:45pm-2:45pm ( <i>Gym 1:00-1:45pm</i> ) <input type="checkbox"/> 3:30pm-5:30pm ( <i>Gym 3:45-4:30pm</i> )

\* Includes set-up & clean up time (15 minutes before and after)

### Colour Scheme

Please choose 2 colours below:

Red  Yellow  Green  Pink  Orange  White  Blue  Brown  Black  Purple

\*The above will be the basic colours for your balloons, table cloths, and streamers provided by the centre.

### Common Games / Activities

Please choose 4 games below:

Mr. Wolf  Simon Says  Duck Duck Goose  Octopus   
 Line Tag  Banana Tag  Parchute Games  Shark Tag

### Extra Services

At least one week's notice from the party date is required to add an extra service. Parties are limited to one extra service. Additional services are possible with at least three weeks' notice.

Balloon Twisting 30-45 minutes	15 kids \$35	25 kids \$55
Face Painting 30-45 minutes	15 kids \$35	25 kids \$55
Cotton Candy 45 minutes	\$45	
Popcorn 45 minutes	\$45	

Number of guests (adults and children): \_\_\_\_\_

Number of children: \_\_\_\_\_

**Birthday Party Package:** \$ \_\_\_\_\_

**Extra Services:** \$ \_\_\_\_\_

**Party Total:** \$ \_\_\_\_\_

## Birthday Party Policies

### Refund / Transfer / Cancellation Policies

1. Cancellations require 14 days' notice and are subject to a \$25.00 administration fee. Refunds not issued to cancellations of less than 14 days.
2. Bookings that are made within a week of their party date must be pre-approved by scheduling staff before confirmation of their party slot.
3. Hillcrest Centre reserves the right to cancel a party, when necessary. In this event the payee will receive notice at least 72 hours prior to the party date and all monies paid will be refunded.
4. Hillcrest Centre reserves the right to place your activity in equal or better facilities if the room is required in unexpected circumstances.

### Food Policies

1. Birthday party groups are responsible for all food, utensils, and additional supplies (e.g. knife, bowls, plates, lighter & candles, cups, saran wrap, napkins, etc.)
2. The party group may heat precooked food only if serving food. 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 on the Centre's property during the party.
4. A fridge and freezer will be available to store food within the specified times of your package.
5. No alcohol or any substance containing alcohol may be brought in to or consumed on premises.

### Set-up and Clean-up Policies

1. Birthday party groups are allowed into and must clear the party room 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).
2. You are not allowed to store food and/or supplies at the centre outside of the specified times of your package.
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, which 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.
5. The party group is held responsible for the clean-up of all food items in the party. The party group must leave the space clean and tidy and on time.

### Other Terms

1. Additional approval will be required for any third party contractors (i.e. mascots, party performers) to operate during birthday parties. Please send your request to [hillcrest.birthdayparties@gmail.com](mailto:hillcrest.birthdayparties@gmail.com)
2. 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.
3. Smoking is not permitted anywhere in and/or on the grounds of Hillcrest Centre.
4. A party group found to be in breach of this agreement may be asked to leave the premises and forfeit all payments made.
5. 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.
6. If you require any modifications to your booking, please email [hillcrest.birthdayparties@gmail.com](mailto:hillcrest.birthdayparties@gmail.com) to request any changes.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff signature

\_\_\_\_\_  
Date