



HILLCREST COMMUNITY CENTRE

4575 Clancy Loranger Way, Vancouver BC, Canada, V5Y 2M4

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<http://hillcrestcommunitycentre.com>

Birthday Party Registration Form

Please complete & return this form to the staff at the PA desk or email it to Hillcrest.Party@vancouver.ca

Child's First Name	<input type="text"/>	Child's Last Name	<input type="text"/>
Date of Birth mmm/dd/yyyy	<input type="text"/>	Phone Number	<input type="text"/>
Parent's Name	<input type="text"/>	Email	<input type="text"/>
Birthday Party Date MMM DD YYYY	<input type="text"/>	Number of Children & Age Range	<input type="text"/>
		Total Guests Children + Adults	<input type="text"/>

Hosts have an additional 15 minutes before the party for set-up and 15 minutes after the party for clean-up. Please arrive and depart at the designated times. Arriving earlier or leaving later may result in an additional fee.

Room	Description	Please select ONE time
320 + Gym	Room 320 + Gymnasium <ul style="list-style-type: none"> Access to kitchen. Tables (3'x6') and chairs. Preschool-sized tables and chairs available. Maximum 30 guests. 	<input type="checkbox"/> 9:30AM -11:30AM (Gym 9:45am-10:30am) <input type="checkbox"/> 12:00pm -2:00pm (Gym -12:15pm-1:00pm)

Room	Description	Please select ONE time
322 + Gym	Room 322 + Gymnasium <ul style="list-style-type: none"> Access to 2 sinks in the room. No access to fridge or kitchen. Tables (3'x6') and chairs. Preschool-sized tables and chairs available. Maximum 30 guests. 	<input type="checkbox"/> 10:45AM -12:45PM (Gym 11:00am-11:45am) <input type="checkbox"/> 1:15-3:15pm (Gym 1:30-2:15pm)

Colour Theme	Games
Streamers and table covers will be set-up in the party. Please choose TWO colours. <input type="checkbox"/> Red <input type="checkbox"/> Green <input type="checkbox"/> Purple <input type="checkbox"/> Orange <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Yellow <input type="checkbox"/> Pink <input type="checkbox"/> White	Please choose up to FOUR games for the gymnasium time. <input type="checkbox"/> Mr. Wolf <input type="checkbox"/> Simon Says <input type="checkbox"/> Duck Duck Goose <input type="checkbox"/> 4 Corners <input type="checkbox"/> Banana Tag <input type="checkbox"/> Go, go, go stop <input type="checkbox"/> Octopus <input type="checkbox"/> Parachute Games

Extra Service	For up to 25 Kids
*Maximum 1 service per party	
Balloon Twisting	<input type="checkbox"/> \$55
Popcorn Machine	<input type="checkbox"/> \$55

Party Package	Fees
Party Fee	\$305
Extra Service	
Party Total	

Extra services will run for 30 minutes during the GYM time of the party. At least ONE-week notice prior to party is required to add on extra services.

Birthday Party Policies

Refund / Transfer / Cancellation Policies

1. Cancellations require 14 days (about 2 weeks) 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 case, the payee will receive notice at least 72 hours before 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.
5. **Entering the birthday party room before your set up time requires a \$45 rental fee. Do not set up more than 15 minutes before your party time**

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 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 **not be available** to store food.
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.
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 the party period. All participants in the party must follow the directions of the staff on shift, which oversees the building.
4. Tables and chairs will be set up for the party, if an approximate number of attendances 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. **Hillcrest Centre does not permit any third-party contractors (i.e. mascots, party performers), Piñata's or major equipment to operate during birthday parties.**
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.party@vancouver.ca to request any changes.

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

Signature

Date