



Birthday Party Registration Information (April – June 2020)

Thunderbird Community Centre, 2311 Cassiar St, Vancouver BC, V5M 3X3, T 604.713.1818 F 604.713.1828 Thunderbird.Party@vancouver.ca

Cc: thunderbirdcc@vancouver.ca

Parent / Chaperone's Name: First Name Last Name Phone Number:

Address: Cell Number:

City: Postal Code: Email:

Birthday Child's Name: First Name Last Name Child's Gender:

Birthday Party Date: mm / dd / yyyy Child's Birth Date: mm / dd / yyyy

Option	Details	Price	Please select <input checked="" type="checkbox"/> ONE Time:
SATURDAY OPTIONS			
1*	<ul style="list-style-type: none"> Multi-Purpose Room (1200 square feet) Play Toys & Small Bouncy Castle in Room Tables (2'x6', 8 guests/table) and Chairs No access to attached kitchen** Maximum 50 guests 	\$179	<input type="checkbox"/> Saturday 1:00-3:00pm (<i>No Gym</i>) <input type="checkbox"/> Saturday 4:00-6:00pm (<i>No Gym</i>)
SUNDAY OPTIONS			
2*	<ul style="list-style-type: none"> Small Activity Room (~600 square feet) Gym with Play Toys & Large Bouncy Castle Tables (2'x6' tables & preschool tables available) & Chairs No kitchen (have access to sink, microwave on main floor) Maximum 35 guests 	\$149	<input type="checkbox"/> Sunday 10:00am-12:00pm (<i>Gym 10:00-11:00am</i>) <input type="checkbox"/> Sunday 12:30-2:30pm (<i>Gym 12:30-1:30pm</i>) <input type="checkbox"/> Sunday 3:15-5:15pm (<i>Gym 3:15-4:15pm</i>)
3*	<ul style="list-style-type: none"> Family Room + Games Room Gym with Play Toys & Large Bouncy Castle Preschool size tables/chairs & Tot Toys in Family Room Computers & Foosball, table/chairs in Games Room No kitchen (have access to sink, microwave on main floor) Maximum 60 guests 	\$199	<input type="checkbox"/> Sunday 10:00am-12:00pm (<i>Gym 10:00-11:00am</i>) <input type="checkbox"/> Sunday 12:30-2:30pm (<i>Gym 12:30-1:30pm</i>) <input type="checkbox"/> Sunday 3:15-5:15pm (<i>Gym 3:15-4:15pm</i>)
4*	<ul style="list-style-type: none"> Multi-Purpose Room (1200 square feet) Gym with Play Toys & Large Bouncy Castle Tables (2'x6', 8 guests/table) and Chairs Have access to sink, & microwave in attached kitchen Maximum 100 guests 	\$199	<input type="checkbox"/> Sunday 11:15am-1:15pm(<i>Gym 11:15am-12:15pm</i>) <input type="checkbox"/> Sunday 2:00-4:00pm (<i>Gym 2:00-3:00pm</i>) <input type="checkbox"/> Sunday 4:30-6:30pm (<i>Gym 4:30-5:30pm</i>)

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

Please note: Bookings within 5 weeks of the party date must be paid in Cash

Extra Services At least one week's notice from the party date for adding extra services

Balloon Twisting ~30-45 minutes	15 kids \$35	30 kids \$55	Carnival Station (includes all 3 below) ~45 minutes	\$95
Face Painting ~30-45 minutes	15 kids \$25	30 kids \$35	Cotton Candy Machine ~45 minutes	\$45
Photo Booth ~45 minutes	\$90		Snow Cone Machine ~45 minutes	\$35
			Popcorn Machine ~45 minutes	\$25

Number of Guests:
Total Adults + Children

Number of Children:

Birthday Party Package: \$

Extra Services: \$

Table Covers: \$1.00 x \$

White table covers only. We recommend Parties to bring their own table covers.

Party Total: \$

FOR OFFICE USE ONLY

Cash payment ONLY if payment is within 5 weeks of party.

- Paid \$
cash/credit/ debit/cheque
- Receipt issued

REFUND / TRANSFER / CANCELLATION POLICIES

Initial here

1. There will be an administrative charge of \$25 applied to all refund requests and \$4 to all transfer requests. Refunds will only be granted if provided **at least 7 days** prior to the party. If notification is not received before or by the stated time, the payee will forfeit all or some of the monies already paid.
2. Refunds will be sent as a cheque and may take up to 6 weeks for delivery.
3. **Bookings that are made within 7 days of their party date must be pre-approved by scheduling staff before confirmation of their party slot.**
4. Parties may only be transferred up to two times within the same season.
5. Thunderbird Community 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.
6. Thunderbird Community Centre reserves the right to place your activity in equal or better facilities if the room is required in unexpected circumstances.

FOOD POLICY

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1. If the party group uses our kitchen facility, it must supply its own small appliances, linens, utensils, soap, dish towels, cloths, 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. If the kitchen is available for party group to use, party users must provide their own kitchenware. **Freezer and refrigerator are not available. Please bring a cooler or icebox as needed.**
5. **NO ALCOHOL** or any substance containing alcohol may be brought in to or consumed on the premises.

SET UP AND CLEAN UP POLICY

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1. The party group may not enter the party space before the agreed upon time. They should take into consideration the time they require for set up and clean up and include this in the party time. A party group may not stay longer than the agreed times.
2. **In addition to the party time, up to 15 minutes prior to the party and up to 15 minutes after the party will be scheduled for set up and clean up.**
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, who 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. Packing tape and Duct tape removes paint and damages the walls. Therefore, **Painter's tape only.**
5. **Table covers are required for each table.** They may be purchased at \$1.00/table (8 guest/table).
6. 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.
7. The party group is held responsible for the disposal of any helium tanks. If any helium tanks are left behind after the party, there will be a charge of **\$25.00.**

OTHER TERMS

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1. **Thunderbird does not permit any Third Party contractors (i.e. mascots, party performers) or major equipment to operate during birthday parties.**
2. **You will NOT receive any follow-up calls unless this form contains incomplete information,**
3. 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.
4. **SMOKING is NOT** permitted anywhere in and/or on the grounds of Thunderbird Community Centre.
5. A party group found to be in breach of this agreement may be asked to leave the premises and forfeit all payments made.
6. 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.
7. As of January 1st, 2020; the City of Vancouver **has ban the usage of Styrofoam products.** Hence, we respectfully ask patrons to not use it within our facility.
For more info: <https://vancouver.ca/green-vancouver/single-use-items.aspx>
8. **If you require any modifications to your booking, please email Thunderbird.Party@vancouver.ca to request any changes.**

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

Signature

Date