

PARTY REQUEST FORM

Please complete and return to
South Arm Front Desk or
Email: chudson@richmond.ca

Date Submitted _____
Contact Name _____
Phone _____
Child's Name _____
Age _____
of Children _____
Party Date _____
Party Time _____

PLEASE SELECT ONE

- ☐ \$173.25 + tax - Party Room
(15 Children)
- ☐ \$227.25 + tax - Party Room
(25 Children)

OPTIONAL:

- ☐ \$60.00 - Extra Hour
- ☐ \$50.00 - Gym Add On
- ☐ \$20.00 - Compostable Cutlery

Please note that submission of this form does not guarantee requested party date and time. Confirmation and payment must be made before party is secure. Party requests are accepted a minimum of 3 weeks to a maximum of 8 weeks in advance

**CELEBRATE YOUR
CHILD'S PARTY WITH US!**
AGES: 1-12 YEARS

**PARTY PACKAGES
AVAILABLE**

SATURDAYS

3:00-5:00PM

SUNDAYS

11:00AM-1:00PM

3:00-5:00PM



South Arm Community Centre CHILDREN'S PARTIES

8880 WILLIAMS ROAD
RICHMOND BC V7A 1G6
604-238-8060
WWW.RICHMOND.CA/SOUTHARM

**QUESTIONS?
PLEASE CONTACT:**

CASEY HUDSON
PHONE: 604-238-8073
EMAIL:
CHUDSON@RICHMOND.CA



Small Package (\$173.25+tax)

of children up to 15
(including birthday child)
of hours: up to 2 hours
Maximum #: 40 total (children + adults)

Use of:

- Lounge
- Outdoor Enclosed Basketball Court
- Outdoor Enclosed Small Public Playground

Decorations Include:

- Banner, balloons and tablecloths

One Party Leader will provide:

- Set-up/take-down of equipment and decorations
- face painting
- Crafts
- Facilitation of games

Large Package (\$227.25+tax)

of children: up to 25
(including birthday child)
of hours: up to 2 hours
Maximum #: 40 total (children + adults)

Use of:

- Lounge
- Outdoor Enclosed Basketball Court
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FREQUENTLY ASKED QUESTIONS

Can we bring our own decorations or name banner?

A: Yes of course!

What is the cancellation policy?

A: No refunds will be issued with less than 14 days notice is given. If more than 14 days notice is given, a full refund will be returned to the applicant upon receipt of a written note of cancellation

Is there free parking?

A: Yes! Our parking lot is free and the entrance is located along Williams Road

When do we pay for our party?

A: Payment is required at time of booking to secure the date and time you requested. Contracts have to be signed and returned before start date of the party.

Is the facility accessible?

A: Yes!



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