

# Children's Parties

## at City Centre Community Centre



**Let's celebrate!** Children's parties at City Centre Community Centre include use of designated Children's party spaces and games and activities led by Children's Party Leaders and basic decorations.

### Party Packages

#### Package A

Up to 15 children and 30 adults (total 45)

Price is \$210.00 + tax

*Includes two Children's Party Leaders*

Additional hour: \$67.50 + tax

#### Package B

Up to 25 children and 50 adults (total 75)

Price is \$255.65 + tax

*Includes two Children's Party Leaders*

Additional hour: \$67.50 + tax

### Included

- Assistance of two Children's Party Leaders
- Streamers, 8–10 balloons
- Tables and chairs set-up
- Activity supplies, use of sports and ride-on toy, a photo booth (bring your own camera), colouring station, face painting
- Limited access to fridge and freezer

**Note:** Tablecloths, utensils, goody bags, birthday cake and food are not included.

### Party days and times

#### Saturdays

- 1:00–3:00pm
- 4:00–6:00pm

#### Sundays

- 1:00–3:00pm
- 4:00–6:00pm

## Additional Information

- **Extended time:** Additional hour \$67.50 + tax.
- **Food:** Party hosts are welcome to bring in outside food. **Note:** There is no access to a fridge or storage area for party hosts to keep food before admittance to the Party Room.
- **Set-up and clean up:** Party hosts are given access to the Party Room 30 minutes before the party time and 30 minutes after the party time to clean up. Facility staff will set-up tables and chairs for room capacity.
- **Cancellations:**
  - 1 month before: full refund.
  - Less than 1 month, but more than 2 weeks before: 50% of fee refunded.
  - Less than 2 weeks before rental: no refund.
- **Parking:** Paid parking in effect at City Centre Community Centre.
- **Payment:** Required at time of booking to secure the date and time requested.
- **Accessibility:** City Centre Community Centre is wheelchair accessible.
- **Vendors:** Bouncy castles and ball pits are not permitted.
- **Supervision/Staff:** Two Children's Party Leaders onsite for duration of party.
- **Decorations:** Party decorations (banners, posters, table clothes) are the responsibility of the party hosts. Only painters tape is permitted (no pins or any other tape is allowed on walls or ceiling). **Note:** There is a 30 minute window for party set-up and clean up. Party hosts are responsible for removal of all decorations.

## Booking Information!

Pick up an application form from the front desk or visit [richmond.ca/BirthdayParties](http://richmond.ca/BirthdayParties).

- City Centre accepts bookings up to 3 months in advance.
- Bookings are processed in the order that they are received.
- All bookings require a \$200.00 damage deposit that is refunded after the party unless the party runs over time, damages occur or more guests than the designated package includes show up.
- Tablecloths, utensils, goody bags, birthday cake and food are NOT included.

## Book a party at City Centre Community Centre!

- Complete a Birthday Party Request Form found at [richmond.ca/BirthdayParties](http://richmond.ca/BirthdayParties).