



Birthday Party Contract

Thank you for your interest in booking a themed birthday party at Place Maillardville Community Centre. This document is intended to provide the Birthday Party Client with an understanding of Place Maillardville Community Centre's protocols and the requirements for booking an indoor space with us. Go to <http://placemaillardville.ca/covid-safety-plan> to see our full Covid Safety Reopening Plan.

FOR EVERYONE'S SAFETY, please do your part:

- All staff and adults attending the party as well as participants 13 years and older are required to wear a face mask for the duration of the booked party time.
- Staff and Visitors are asked to stay home if they are sick.
- All activities are planned with social distancing measures in place. Adults attending will assist staff in maintaining social distancing of younger children.
- All those attending the party must use hand sanitizer before entering the building, and wash hands as directed by staff.
- Party staff will set up and take down tables and chairs, as well as clean and disinfect equipment and surfaces before and after each use.
- Respect and follow safety signage and staff directions at all times.
- **Birthday Candles:** If you want your birthday child to blow out a candle, be sure it is on an individual portion of cake.

WHAT'S INCLUDED with your PARTY:

- Party for 8 children including birthday child and 2 adults
- Party Leader
- A 2 hour party, includes set up and clean up
- Themed party activities
- Balloon Animals
- Use of fridge to store cake (Only staff will have access to the Kitchen)
- Party decoration: To reduce touchpoints, limit your decorations to balloons only, no wall hangings

HOW TO BOOK YOUR PARTY:

1. Call us at 604.933.6166 to check availability
2. Download our Birthday Party Contract (available on page 3) at www.placemaillardville.ca
3. Email the completed and signed contract to info@placemaillardville.ca In the Subject line of email, write "Birthday Contract & Your Name."
4. Once we receive your contract, our Front Desk staff will call you to book your party and collect payment. Payment must be made in full at the time of booking.

PLEASE NOTE WE ARE NOT ABLE TO RESERVE YOUR BOOKING UNTIL CONTRACT AND PAYMENT IS RECEIVED.



PARTY PROCEDURE & ITINERARY:

- On the day of your party, please bring the following:**
 1. Completed **“Party Participation Tracking Form”** (available on page 4)
 2. Decorations (to reduce touchpoints, limit your decoration to balloons only, no wall hangings).
 3. Table coverings
 4. Dishes, utensils, serving spoons, candles and knife to cut the cake.
 5. Face masks for guests 13 years and older.

- When you arrive, wait under the covered area by the lower parking lot. As your guests arrive, line up children 2 meters apart.
- At your party start time, the birthday leader will open the doors and collect your completed **“Party Participation Tracking Form”**. The Leader will ask each guest how they are feeling as they enter the building. Temperatures may be taken at this time.
- Each guest will use hand sanitizer as they enter and throughout the party as directed by staff.
- Tables and chairs will be set up before your arrival. Party Leader will start to entertain children while parents decorate table and or chairs.
- The activities will take approximately 1.25 hours, the remaining time is for food, cake, present opening.
- 15 minutes before the end of the party, the Party Leader will give you a heads up to start packing up.
- Staff will clean and disinfect all surfaces and equipment used during the party.
- Once the party is over, the Adult party client must wait outside with Party Participants until they are all picked up.



BIRTHDAY CONTRACT:

Today's Date:	Phone #:	Street Address:
Adults Full Name:	Email:	City & Postal Code
Birthday Child's Name:	Child's Date of Birth: ____ _____	Child's Gender:

Office Use Only:	Party Theme:	<input type="checkbox"/> Mario Racetrack (4 to 10 yrs)
Party Date:	<input type="checkbox"/> Spy Training (6 to 10 yrs)	<input type="checkbox"/> Slime Work Party (4 to 10 yrs)
Party Time:	<input type="checkbox"/> Jedi Training (4 to 10 yrs)	<input type="checkbox"/> Fairy Garden (4 to 10 yrs)

WAIVER SIGNATURE:

Note: We will retain this contract until the end of the calendar year. It will be your responsibility to update the office with any changes to the above information. By signing below, you are confirming that you fully read over the Birthday Party Contract above, and agree to the terms and conditions of the contract.

I/We agree that I/my son/daughter will follow all reasonable instructions and directions of the program instructor(s) in connection with the operation of Place Maillardville.

I/We release, remise and forever discharge Place Maillardville staff, program instructor(s) and partners of Place Maillardville of and from all manner of actions, claims and demands of whatever nature which result from any accidental injury, loss of expense sustained, arising out of or in any way connected with participation in any Place Maillardville program or event.

In the event that I'm / my child (is) injured, ill or in need of medical attention and I/We are unable to be contacted. I/We authorize Place Maillardville staff, program instructor(s) and volunteers to seek medical attention on my/our behalf.

I agree that if I or any member of my household displays any symptoms of illness or is not feeling well, I/we will not attend a Place Maillardville program.

For Covid tracking, I/We will bring a completed Party Participant Form to the party to hand to the Party Leader at check in.

Signature (Parent/Guardian/Participant 16yrs of age or older)

Date

Next Step: Complete and sign this page. Email it to info@placemaillardville.ca.

In the Subject Line write: Birthday Contract – First Name, Last Name.

Front Desk will then call you to book a party.



PARTY PARTICIPTION TRACKING FORM

Complete this form & bring it with you to the Party

Adult Client's Name: _____

Party Date: _____

Party Time: _____

	First & Last Name	Phone #	Check if in Attendance	COVID Symptoms: (Yes or No) <small>This column completed by staff</small>
Adult # 1				
Adult # 2				
Birthday Child				
Guest # 1				
Guest # 2				
Guest # 3				
Guest # 4				
Guest # 5				
Guest # 6				
Guest # 7				

Notes: