

## Dates, Times and Fees

### Saturday Party Options:

1:30 pm - 3:30 pm

or

5:00 pm - 7:00 pm

### Sunday Party Options:

11:00 am - 1:00 pm

or

2:30 pm - 4:30 pm

All parties include an additional 30 minutes before the party for set-up and 30 minutes after the party for clean-up.

Due to the nature of the party, no alcohol allowed.

Cost of Party	\$180
<b>Plus:</b> refundable deposit	<u>\$48</u>
Due upon booking	\$228

The \$48 refundable deposit will be reimbursed to you on the Monday after your party less any additional children.

### Add-ons

\$5 for Balloon Animal package  
\$8 for each additional child over the age of 2 years (max. 24 children)

**Refunds** - To receive a full refund, cancellation must be received at least 2 weeks prior to the party date. For less than 2 weeks notice, a \$25 fee will be charged.



Place Maillardville Community Centre

# Birthday Party Information

Ages 1 to 12 Years

*"Everything was perfect! The leader was **amazing**...it was completely stress free."*

*"Your staff was **amazing**...this place is awesome for birthday parties."*



Community Centre  
Centre Communautaire

604.933.6166

info@placemaillardville.ca

www.placemaillardville.ca

1200 Cartier Ave., Coquitlam, BC, V3K 2C3

## FIND US ON



@PMCC\_Coquitlam



'Place Maillardville Community Centre'

## Party Details

- Your Party Leader will meet you upon arrival, show you the party space, go over safety rules, and discuss the flow of the party (activities, free play, cake cutting etc.)

### What's Included?

- A party for 12 children (maximum 24), maximum number of adults is 60.
- No charge for children under 2 years, but must be accompanied by an adult at all times.
- Party room (located in our lower hall)
- Tables & Chairs
- A selection of age appropriate toys
- Kitchen Usage
  - Fridge/freezer for food storage, oven/stove for reheating only, microwave, sink.

### Set up

You will be responsible for setting up all the tables and chairs as well as any party decorations.

Please make sure you cover all the tables with your tablecloths.

## What you need to know

Your party will consist of a combination of leader-led activities & free play.

### Leader-led Activity Examples:

Tag games, hide & seek, soccer, bouncy castle, parachute games, red light/green light, face painting, costumes.

### Free Play Activity Examples:

Mini slide, ride-on toys, tents & tunnels, toy kitchen.

*\*Please note that for safety, we require that all children wear shoes throughout the party. The only exception is the bouncy castle. For hygienic reasons, we require all children to wear socks while in the bouncy castle.*

### How do I book a Party?

Call us at 604.933.6166 to check availability. Please note that parties book up very quickly. To reserve your party, payment must be made in full at the time of booking.

**You are required to confirm the number of party guests 2 weeks prior to your booking.**

## What to bring

- All serving utensils (forks, knives, spoons)
- Plates, cups, pots/pans, napkins, etc.
- Tablecloths (required)
- A cake knife, candles and lighter
- Party decorations & painter's tape

### Clean Up

#### Kitchen:

Bring all your utensils, dishes, pots and pans home with you. Use the bleach & water spray provided to wipe down all kitchen surfaces. Please do not leave anything in the fridge.

#### Decorations:

Please remove your decorations from the hall and bring balloons home with you or pop/discard of them in the garbage can. Make sure all tape is carefully removed from all surfaces.

#### Tables & Chairs:

Wipe down all tables and chairs with the bleach & water spray. Please leave the tables and chairs out for staff to put away.

#### Costumes:

Please hang all the dress up costumes back on the racks in an orderly fashion.

Call us today to book your birthday party 604.933.6166