

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: \$60.00 + tax

Package B

Up to 25 children and 50 adults (total 75)

Price is **\$250.00 + tax**

Includes two Children's Party Leaders

Additional hour: \$60.00 + tax

Party days and times

Saturdays

- 1:00–3:00pm
- 4:00–6:00pm

Sundays

- 1:00–3:00pm
- 4:00–6:00pm

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.

Additional Information

- **Extended time:** Additional hour \$60.00 + 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.

- 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.