

## **Birthday Parties at Marpole Oakridge Family Place: Terms and Conditions**

### **General:**

- To book a birthday party at Marpole Oakridge Family Place, you must hold a membership (membership form attached for completion if you are not already a member).
- A three-hour party booking includes 30 minutes to set up, 2 hours for the party and 30 minutes to clean up.
- Marpole Oakridge Family Place is a non-smoking facility.
- Children must be supervised at all times.
- The number of guests must not exceed 65.
- Available party times are Saturdays from 2:30pm – 5:30pm and Sundays 12 pm to 3pm.

### **Fees:**

- A deposit of \$50 must be paid two weeks prior to the party in order to secure the reservation.
- The party fee must be paid in full at least one week before the party.
- The \$50 deposit will be available for collection 3 days after the party providing there were no breakages, additional cleaning costs or extra staffing costs for a time overrun.
- If a deposit cheque has not been collected within 30 days it will be destroyed.
- The party fee is \$30/hour for members (a family membership is \$10/year).
- There is a \$25 cancellation fee for parties that are cancelled 3 days prior to the party date. The remainder of the fee will be refunded.
- The host/hostess must adhere to the agreed reservation time, arriving on time and leaving at the time agreed.

### **Cleaning:**

The birthday party host/hostess is responsible for the following tasks before leaving the building.

- Sweep, or if necessary, wash the floor.
- Wipe the tables and chairs clean.
- Return toys and equipment to their proper places.
- Dispose of all garbage and recycling.

Marpole Oakridge Family Place shall not be responsible for any injury, loss or damage that may occur to the host/hostess and their parties. The host/hostess agrees to indemnify and hold harmless Marpole Oakridge Family Place for any loss or damage that may arise out of premise in this contract.

Please treat Marpole Oakridge Family Place with the same care and respect as you would your own home. You are responsible for your guests and any damages that may occur during your event.

Thank you for your cooperation!

## FAQs

### **Can I use the fridge/freezer/stove/dishwasher/dishes?**

Yes, please treat it as your own for the rental period. At Marpole Oakridge Family Place, we have a complete kitchen including fridge, freezer, stove, oven, microwave, coffee maker, kettle, and dishwasher.

### **Can I bring or use disposable utensils and dishes?**

No. As part of our commitment to protecting the environment, we provide crockery and cutlery (plates, bowls, utensils, serving utensils, platters, cups, mugs, etc). There is a dishwasher available. Each load takes 4 minutes to complete.

### **Must I bring my own food, drinks and supplies?**

Yes. Party food (cake, food and drinks) must be supplied by the party host/hostess. Please do not use any supplies – food or otherwise – belonging to Marpole Oakridge Family Place.

### **Can I bring outside entertainment?**

Yes, outside entertainers are permitted. As a courtesy, please let the party coordinator know if you are planning to bring in an outside entertainer. We will try our best to provide any facilities the entertainer may require, for example, tables, power supply, etc.

### **Can I bring decorations?**

Parents are welcome to use the 30-minute set-up time to decorate the room. Please remember to use the painter's tape when setting up to prevent damage to the walls. Also remember to take the decorations home with you after the party.

### **What methods of payment do you accept?**

We accept payment by cash or cheque only.

### **Is smoking allowed?**

Marpole Oakridge Family Place is a non-smoking facility. Smoking is not allowed anywhere on Marpole Oakridge Family Place premises – either indoors or outdoors.

### **Is dancing allowed?**

Yes.

### **Is Marpole Oakridge Family Place wheelchair/stroller accessible?**

Wheelchair/stroller access can be arranged and there is an elevator for guests who cannot manage to climb stairs. Marpole Oakridge Family Place must be notified three days before the party if special access is required. All guests not requiring wheelchair or stroller access will need to enter the playroom by walking up a flight of stairs on the outside of the building. The stairs are located on the south side of the building between the green and pink buildings. We recommend that renters post signs to show guests the location of the party.

### **Can alcohol be consumed by adults at the party?**

Consumption of alcohol is not permitted.