

## Party at the Plex

Birthday Person's Name: \_\_\_\_\_ Age on Birthday: \_\_\_\_\_ M/F

Parent's Name: \_\_\_\_\_ Phone (H): \_\_\_\_\_ (C): \_\_\_\_\_

Email: \_\_\_\_\_

CAC# \_\_\_\_\_ Exp Date: \_\_\_\_\_ Non CAC: \_\_\_\_\_ Waiver Signed: Yes or No

Date of Party: \_\_\_\_\_

Saturday	11am-1pm	1:30-3:30pm
Sunday	11am-1pm	1:30-3:30pm

Number of Children Attending	
Deadline for Additional Children	

**If numbers are not confirmed by the Wednesday prior to your party, the party will ONLY be organized for 10. Fees are based on 10 participants including the birthday child. Each additional participant is subject to a \$15.00 fee payable by Wednesday prior to the party date.**

**Please ensure any child requiring special assistance has a guardian present as Party Facilitators cannot provide individual support.**

General ages of your guests: \_\_\_\_\_

Please list any known allergies in the group: \_\_\_\_\_

**Please choose a theme:**

Wild West Outlaw Party		Bitten @ Twilight Party	
Little Miss Princess Tea Party		Under the Big Top	
Ultimate Superhero's Party		Operation Birthday	

<b>Drink</b>	Pop		Juice	
<b>Cake</b>	Chocolate		Vanilla	
Your hot dog lunch will include a side and refreshment.				

I have received \_\_\_\_\_ themed party invitations. \_\_\_\_\_ Please Initial

CAC	Up to 10 children	\$195 + HST = \$220.35	\$
Non-CAC	Up to 10 children	\$215 + HST = \$242.95	\$
Additional Children	_____ Children @ \$15.00/ Child		\$
Total	<b>Payment in FULL required</b>	<b>Receipt#</b>	\$

**Party Package Includes:**

- ★ Two-hour usage of facility
- ★ Large space for gift opening
- ★ Two party facilitators to guide activities and serve food
- ★ Invitations based on theme
- ★ Goody-bags for participants
- ★ Hot dog lunch with refreshments and sides
- ★ Themed birthday cake (peanut/nut free)
- ★ Craft and activity supplies

**Refund & Cancellation Policy:**

1. The Community Recreation Coordinator must approve all refund requests.
2. The white receipt issued is your official receipt.
3. Voluntary withdrawals require two weeks notice for a full refund.
4. With less than two weeks notice, voluntary withdrawals will be subject to a 10% administrative fee plus the fee of the cake if it has already been ordered and made.
5. Full refunds will be issued for cancellations due to medical reasons accompanied by a doctor's note or for cancellations due to circumstances out of our control or the facility is closed (i.e. extreme weather, power outages, operational usage, etc.).

Harassment in any form constitutes unacceptable conduct and will not be tolerated. All participants in recreational activities have the right to be treated fairly, respectfully and with dignity in an environment free of harassment. Recreation Club and Activity Harassment Prevention and Resolution Policy – [www.cfpsa.com](http://www.cfpsa.com).

**By signing below, I agree to, and I understand all information on this form.**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

Booking taken by: \_\_\_\_\_

## Party at the Plex – Party Guide for Parents

You have booked your PARTY AT THE PLEX on \_\_\_\_\_ at \_\_\_\_\_.

Confirmation of the number of children attending is required by Wednesday,  
\_\_\_\_\_.

Your party theme is:

<b>Wild West Outlaw Party</b>		<b>Bitten @ Twilight</b>	
<b>Little Miss Princess Tea Party</b>		<b>Under the Big Top</b>	
<b>Ultimate Superhero's Party</b>		<b>Operation Birthday</b>	

<b>Drinks</b>	Pop		Juice	
<b>Cake</b>	Chocolate		Vanilla	
Your hot dog lunch will include a side and refreshments				

1. I accept full responsibility for the aforementioned party booking.
2. I, as the Guardian, will stay on the premises while the birthday party is ongoing and will be responsible for the behavior of the participants. If any child is extremely disruptive, they may be removed from the party with no refund.
3. I will advise any guests to bring clean indoor running shoes for games played in the gym.
4. I am fully aware that I have booked my party for two hours only and have instructed my guests to arrive no earlier than 10 minutes prior and are to be picked up no later than 10 minutes after.
5. I need to notify the Rec Plex if any additional guests will be attending, no later than Wednesday prior to the party or my party will ONLY be organized for 10 guests. Each additional participant is subject to a \$15.00 fee.
6. Please ensure any child requiring special assistance has a guardian present as Party Facilitators cannot provide individual support.
7. I have picked up the themed party invitations.
8. I will arrive the day of the party worry free with the party child and be prepared to sit back, enjoy, and have fun!