



Birthday Party Guidelines – 2023 Spring

REFUND / TRANSFER / CANCELLATION POLICIES

1. There will be an administrative charge of \$5 applied to all refund requests. Refunds will only be granted if notified **at least 14 days** prior to the party. If notification is not received before or by the stated time, the payee will forfeit all or some of the monies already paid.
2. Sunset Community Centre reserves the right to cancel a party, when necessary. In this event, the payee will receive notice at least 72 hours prior to the party date and all monies paid will be refunded.
3. Sunset Community Centre reserves the right to place your activity in equal or better facilities if the room is required in unexpected circumstances.

FOOD POLICY

1. If the party group uses Sunset Community Centre's facility, it must supply its own equipment, including, but not limited to, small appliances, linens, utensils, soap, dish towels, cloths, etc..
2. If serving food, the party group may heat precooked food only. The party group may not cook food on the premises.
3. The party group may use outside caterers to serve food on the Centre's property during the party.
4. NO ALCOHOL or any substance containing alcohol may be brought in to or consumed on the premises.

SET UP AND CLEAN UP POLICY

1. The party group may not enter the party space before the agreed upon time. A party group may not stay longer than the agreed times.
2. **In addition to the party time, up to 15 minutes prior to the party and up to 15 minutes after the party will be scheduled for set up and clean up.**
3. The birthday party staff will meet the party host at the start and end of party period. All participants in the party must follow the directions of the staff on shift to ensure safety and quality of your event.
4. Tables, chairs, decorations (table cloths, streamers, and balloons) will be set up for the party, as long as approximate number of attendance is indicated. **If you require special room set-up arrangements, please email Sunset.Party@vancouver.ca to discuss the details.**
5. The party group may bring in additional decorations for the walls and ceilings of the space, provided that the decorations and adhesives do not mark or damage those surfaces. Painter's tape only. All decorations must be taken down at the end of the party. No helium balloons. **Table covers are required for each table used.**
6. The party group is held responsible for the cleanup of all food items in the party. The staff will assist with the cleanup of tables, chair, floor, and decorations. The party group must leave the space clean, tidy, and on time.

OTHER TERMS

1. **If you require confirmation of details, please email Sunset.Party@vancouver.ca.**
2. The party group is responsible to ensure that the attendance at the party does not exceed the maximum number of people allowed in the space. **If your attendance exceeds room capacity, staff has the authority to dismiss the party for safety reasons.**
3. SMOKING is NOT permitted anywhere in and or on the grounds of Sunset Community Centre.
4. A party group found to be in breach of this agreement may be asked to leave the premises and forfeit all payments made.
5. Cost of repairing any damage to the Centre or equipment caused by any participant in the party, including the cost of extra janitorial services, will be charged to the party group.