



Victoria Voth

Recreation Manager

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North Recreation | Vernon Club | Birthday Party Request Form

Guardian Name: _____

Date of Request: _____

Party Date Requested: Sunday, _____

Time Requested: 10-12:00 pm _____
1:00-3:00 pm _____

Email: _____

Phone Number: _____

Birthday Guest's Name & Age: _____

Number of Children Attending*: _____

**Birthday Parties utilize 1 Staff: 15 children: 1 Guardian ratio. 1 Guardian must be present for the entirety of the party. More than 15 children require 3 children: 1 adult aged 16 years or older to actively participate in all activities, to a maximum of 30 children (5 adults required to actively participate).*

Ages 0-5: Climbers, balls, sensory tables, plasma cars, circle time, parachute games. _____

Ages 5-12 (Choose One): Gym Games & Games Leader _____ Rock Climbing _____

Birthday Parties Include:

- ✚ Entrance to gym 15 minutes before Party to decorate.
- ✚ 2-hour rental of gymnasium with staff supervision.
- ✚ Access to bathrooms, changing table, water fountain, and fridge for cake storage if needed.
- ✚ Table & Chairs for the number of children attending and required number of adults. Extra chairs should be brought by the group for extra adults.
- ✚ Tablecloths provided – The party may bring their own themed ones as well.
- ✚ Program equipment (as requested above) set up.
- ✚ 1 hour of programming facility by staff member.
- ✚ Basic cleanup of facility by staff member.

Guardian's Responsibilities:

- ✚ Attendance ratios as listed above*
- ✚ All food and snacks.
- ✚ Tidy up and clean-up of general mess in the last 15 minutes of the booking.
- ✚ To be exiting the Gymnasium at the end time of the booking of the 2-hour timeslot.

I Hereby acknowledge that I am aware of the risks involved in and that could arise out of participation in the activities offered to any and all participants that agree to attend on my behalf, as well as any natural risks from the building itself. I therefore waive, release, and forgo against the Okanagan Boys and Girls Clubs, its members, organizations, sponsors, officers, supervisors, directors, employees, agents, workmen, and any person(s) participating or assisting in the carrying out of the activities of the organization. I hereby agree to hold and save harmless the Okanagan Boys and Girls Clubs from any claims, demands, suits, actions and/or causes of actions resulting from or resulting out of, or any occasions by my participation in any or all the activities of the Okanagan Boys and Girls Clubs.

Name: _____ Signature: _____ Date: _____

Cost: \$150.00 (Non-Refundable) Required at time of booking

Payment Type: Cash _____ Credit _____ Debit _____ Staff: _____

Avery Beare, Program Coordinator