

# YOUTH CENTRE RENTAL GUIDE



**BIRTHDAY  
PARTIES**

Let's celebrate your special day!



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# BIRTHDAY PARTIES

## DETAILS

Looking for a party that's way more than cake and balloons? Throw a birthday bash at the Youth Centre and dive into a world of non-stop fun! Our birthday parties are suitable for **youth in grades 4 - 12**, and accommodate **up to 15 participants**.

**Every party in the Youth Centre includes access to:**

🎱 Pool Table | 🏓 Ping Pong Table | 🎮 Video Games  
🎨 Creative Crafts | 🎲 Board Games | 🎉 and more!

**All parties are facilitated by a township staff member.** They will assist with setting up pool games, ping pong tournaments, and your desired craft.

🎨 Participants can choose **one of our five craft** options illustrated on **page 4**.

## RENTAL TIMES & FEES

Birthday Parties can be hosted in the Youth Centre during the following timeframes (pending availability):

**Saturdays: 11:30 AM - 5:30 PM | Sundays: 11:30 AM - 5:30 PM**

Room Rental: **\$56.37 + HST per hour** (minimum of 2 hour rentals)

Staffing Fee: **\$55 + HST per hour**

Insurance: **\$4.32 per hour** (renters are required to have insurance) \* *see application for more information about providing your own insurance.*

\*Room rental times **must include setup and cleanup** time. You will only have access to the Youth Centre during the timeframe that you have booked.

A **refundable \$100 damage deposit** is required prior to your rental. The full amount will be returned after a staff member completes a successful room inspection.

# BIRTHDAY PARTIES

## BOOKING

Rental requests must be submitted at least **two weeks** in advance to increase the chances of securing a spot. Availability is based on regular, non-programmed times.

Please complete our **[Birthday Party Application Form](#)** and submit by email to [lacey.smith@wilmot.ca](mailto:lacey.smith@wilmot.ca)

## PARTICIPANT INFORMATION WAIVERS

**Each participant must bring a completed Participant Information & Waiver (PIW) form on the day of the event.** Please include a copy with your party invitations and encourage guests to bring the completed form with them. Printed copies will also be available on-site, but it is the renter's responsibility to ensure all forms are completed.

## EXTRA INFO

- Although you are welcome to bring and serve cake, please note that **candles are not permitted** in the complex.
- The Youth Centre provides a mini fridge for your use during your rental. If you need extra space, please bring your own cooler, as additional refrigeration cannot be provided.
- Renters are welcome to arrange and serve their own food, such as ordering pizza for their guests during their party.
- Renters must provide their own dishes and cutlery.

# CREATIVE CRAFT OPTIONS



*Select one of the following crafts for your guests to complete during your party! Note the craft number and name on your application form. All materials will be provided for you.*

1. **Bendable Doodles**
2. **Party Keepsake - picture frames**
3. **Keychains**
4. **Straw Paintings**
5. **Slime**



## BIRTHDAY PARTY CHECKLIST

- Complete Birthday Party Application Form at least 2 weeks in advance to your party date. Submit to [lacey.smith@wilmot.ca](mailto:lacey.smith@wilmot.ca)
- When you receive confirmation and your rental contract, review, sign and return.
- Make payment for your event and refundable damage deposit online through RecWeb, by phone with a credit card, or in person at the Wilmot Recreation Complex Customer Service Desk with cash, debit or credit.
- Hand out Participant Information Waivers to parents of children attending the party. These must be signed and returned for each participant on the day of the party.
- Have a fantastic time!