



Birthday Party Information

Thank you for requesting a birthday party at the Erie Community Center! We would like to provide you with some general information to help you better plan for your party.

- Two weeks notice is required in order to book a party. Party reservations cannot be booked over the phone. Please have a Guest Service Attendant check date/time availability prior to turning in your party request form.
- The form you submit is a REQUEST only. Please wait to be contacted by the Party Coordinator for confirmation of your party date/time before you send out invitations. Your time is not guaranteed until it is confirmed with the Party Coordinator
- No changes may be made to the number of children, cake choice or theme after the Monday prior to the party as the preparations for your party are complete. Please submit the **maximum** possible number of kids attending when requesting the party, as we can prepare for fewer children but not more children, once arrangements are made
- Payment is expected when booking the party. You may attach a check or list a credit card number. Payment will be processed when the party is booked
- Cancellations less than 7 days in advance will be charged 50% of the party fee. Parties rescheduled less than 7 days in advance will be charged a \$20 cake fee
- A final confirmation will be done via email the week before the party
- Your party includes one hour of swimming and one hour in the party room. Punctuality in getting in and out of the room at designated times is appreciated. An extra hour in the room may be requested at the time the party is requested. The fee is \$30 per hour in addition to the party cost and is based on availability
- Ten children are included in the price of the party, including the birthday child. There is not a fee for adults to observe the activity. Prices for additional kids are: Swimming- \$4R, \$5NR PER CHILD, Climbing- \$5R, \$6NR PER CHILD, Mini Miners- \$3R, \$4NR PER CHILD
- The maximum capacity for the party room is 35 people TOTAL and 20 children can be accommodated as a maximum. The number of parents that will be accompanying children should be considered in the total people allowed in the room

- The party themes available are: Pink, Purple, Blue, Red, Green, Orange, Black, Yellow. You are welcome to bring in additional decorations
- The Center provides cake, juice boxes, tablecloths, plates, napkins, forks, knife, spatula, candles and a lighter. The room will not be available to you any sooner than your designated time to do additional decorations. The decorations, place settings, and juice boxes are only provided for the number of children listed on the party reservation. You may provide your own drinks, food and table settings for any adults attending the party. The Center does not provide plates, napkins or forks for food we don't provide. Alcohol is not permitted
- The cake provided is a quarter sheet cake ordered from King Soopers. It may contain nut products and dairy products. It is not decorated according to the party theme; this is not an available option. The cake will say 'Happy Birthday Child's Name'. If you would like to order another cake from the Center the cost is \$20. You may bring your own cake; however, the cost of the party remains the same. A quarter sheet cake feeds 15-20 people. Cake choice is not guaranteed as King Soopers may not have adequate stock
- The Center provides pizza for an additional fee of \$10 each. The pizzas are large one topping pizzas and they have eight slices. Guests are permitted to bring their own pizza or any other food
- A refrigerator is available in the party room if needed to keep food items chilled.
- Guests are responsible for picking up trash and any messes. The party attendant will vacuum and wipe down the tables and chairs
- Gifts and personal items are not to be left in the Party Room after the party
- The Center does not allow piñatas, inflatables, confetti, tape, nails, paint, glitter, etc. in the party room. Please contact Guest Service for further questions about bringing anything else in
- For swimming parties the parent to child ratio are as follows:
 - One adult for every 5 children under 6 years old
 - One adult for every 10 children ages 6 and above
 - One adult for every 2 children wearing any type of floatation device
Children must be within arms reach at all times.
 - **Accompanying adult must be in the water at all times!**
 - Children ages 6 and under are not allowed to enter the hot tub Children 6 – 9 must be accompanied by an adult. Please no swimming or playing around in the hot tub
 - Please encourage swimming participants to use the bathroom prior to entering the pool
 - Saturday's pool safety checks are at 2:50pm and 4:00pm everyone must exit the pool for 10 minutes. Sunday's safety checks are at 12:50pm and 3:50pm for 10 minutes.

- **Fifteen** is the maximum number of children the Center can accommodate for a climbing party, including the birthday child. Children need to have the climbing waiver filled out prior to attending the party. Closed toe shoes are required in order to climb
- Mini Miners will still be open to the public during all parties

Thank you for letting the Erie Community Center help you celebrate! If you have any further questions please contact the Erie Community Center at 303-926-2550.