



Mount Pleasant Family Centre Society
2910 St. George Street Vancouver, BC V5T 4L9
Telephone: 604-872-6757 Email: info@mpfcs.ca
www.mpfamilycentre.ca

Birthday Party Information Sheet

General:

- To book a birthday party at Mount Pleasant Family Centre Society's Playroom, you must have a current membership (an annual family membership is \$60).
- A three-hour party booking includes 30 minutes to set up, 2 hours for the party, and 30 minutes to clean up.
- MPFCS will provide a staff member to open and close the building and answer any questions.
- You will have access to the Playroom and its kitchen facilities. Cooking is not allowed.
- No shoes in the playroom please.
- Limited access to the toys – some will be put away based on the age of the party goers. Outdoor toys are not included.
- Planned activities should not include painting, play dough, and the sand box. For craft activities, please bring your own materials.
- Guests are limited to a maximum of 12 children and 24 adults.
- MPFCS is a non-smoking facility.
- Children must be supervised at all times and be escorted up and down the stairs to the playroom.
- Party times are available between the hours of 1pm - 5:00 pm on Saturdays and 10am - 5pm on Sundays.

Fees:

- A non-refundable reservation fee of \$50 must be paid two weeks prior to the party in order to secure playroom's timeslot.
- The party fee of \$250 must be paid in full at least one week before the party. At this point the \$50 reservation fee becomes the refundable deposit that will be available for collection 3 days after the party providing there were no breakages, additional cleaning costs, or extra staffing costs for a time overrun.
- If a deposit cheque has not been collected within 30 days it will be destroyed.
- The host/hostess must adhere to the agreed reservation time, arriving and leaving at the time agreed upon.

Cleaning:

The birthday party host/hostess is responsible for the following tasks

- Sweep the floor.
- Wipe the tables and chairs clean.
- Return toys and equipment to their proper places.
- Dispose of all garbage and recycling.

Mount Pleasant Family Centre Society shall not be responsible for any injury, loss, or damage that may occur to the host/hostess and their parties. The host/hostess agrees to indemnify Mount Pleasant Family Centre Society and hold harmless for any loss or damage that may arise out of premise in this contract.

Please treat the Mount Pleasant Family Centre Society with the same care and respect as you would your own home. You are responsible for your guests and any damages that may occur during your event.

Thank you for your cooperation!

Revised July 2022



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BOOK OUR SPACE

The Mount Pleasant Family Centre Society's facilities may only be utilized by active members. Please ensure your active membership before completing this form.

Type of Event: Birthday: Other: _____

Member: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Parent/Legal Guardian Names (First and Last):
Address:	Contact # and Email:
Birthday Details:	Party Date & Time:
Child's Name:	Age of Child:
<i>Waiver: I have read and will abide by the terms and conditions stated on the MPFCS Birthday Party Information Sheet. I agree that MPFCS shall not be responsible for any injury, loss, or damage that may occur to the host/hostess and their parties. I agree to indemnify MPFCS for any loss or damage that may arise out of premise in this contract.</i>	
<input type="checkbox"/> I agree Signature: _____ Date: _____	

FOR OFFICE USE ONLY

<input type="checkbox"/> Fee Received	Staff Name:
<input type="checkbox"/> Deposit Received	Staff on Day:
<input type="checkbox"/> Membership Paid	Staff Hours:
<input type="checkbox"/> Deposit Returned OR Deposit Destroyed	Comments:
Signature: _____	

Thank you for your cooperation!

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