



## REFUND / TRANSFER / CANCELLATION POLICIES

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1. There will be an administrative charge of \$5 applied to all refund requests. **Refund rates:** 2 weeks' notice: full refund; 1 week notice: 50% refund; less than one week: no refund. If notification is not received before or by the stated time, the payee will forfeit all or some of the monies already paid.
2. Refunds will be made and may take up to 2 weeks for delivery.
3. **Bookings that are made within a week of their party date must be pre-approved by scheduling staff before confirmation of their party slot.**
4. Killarney 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.

## FOOD POLICY

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1. If the party group uses our kitchen facility, it must supply its own linens, utensils, soap, dish towels, cloths, etc.
2. The party group may heat precooked food only if serving food. The party group may not cook food on the premises. The party group **may not bring in heating equipment** of any kind to use on the premises.
3. The party group may use outside caterers to serve food on the Centre's property during the party.
4. If the kitchen is available for party group to use, party users must provide their own kitchenware.
5. **NO ALCOHOL** or any substance containing alcohol may be brought in to or consumed on the premises.

## SET UP AND CLEAN UP POLICY

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1. The party group may not enter the party space before the agreed upon time. They should take into consideration the time they require for set up and clean up and include this in the party time. A party group may not stay longer than the agreed times.
2. **In addition to the party time, up to 45 minutes prior to the party and up to 45 minutes after the party will be scheduled for set up and clean up.**
3. The party group must report to the staff at the start and end of party period. All participants in the party must follow the directions of the staff on shift, who is in charge of the building.
4. Tables and chairs will be set up for the party, as long as approximate number of attendance is indicated. All decorations must be taken down at the end of the party. Packing tape and Duct tape removes paint and damages the walls, therefore, the party group must bring and use their own **Painter's tape only**. Please note we will **NOT** supply party hosts with any tape.
5. The party group is held responsible for the clean-up of all food items in the party. The party group must leave the space clean and tidy and on time.

## OTHER TERMS

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1. **Killarney does not permit any Third Party contractors (i.e. mascots, party performers, animals) or major equipment to operate during birthday parties.**
2. **You will NOT receive any follow-up calls unless this form contains incomplete information.**
3. The party group is responsible to see that the attendance at the party does not exceed the maximum number of people allowed in the space.
4. The following items are **NOT** permitted on premises: alcohol and helium balloons.
5. Piñatas are allowed but parents are responsible supervising the children while the piñata is in use. **Party hosts are NOT permitted to hook/mount piñatas to our basketball hooks or walls. Party hosts are responsible for bringing in their own equipment to facilitate all piñata activities.**
6. **SMOKING is NOT** permitted anywhere in and/or on the grounds of Killarney Community Centre.
7. A party group found to be in breach of this agreement may be asked to leave the premises and forfeit all payments made.
8. 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.
9. **Mandatory parent participation is required for my event; Killarney staff are not responsible for the supervision of the children attending the party.**
10. **If you require any modifications to your booking, please email [killarneyparties@gmail.com](mailto:killarneyparties@gmail.com) to request any changes.**

### Vaccine Passport Check

As of Oct 25, 2021, all attendees over the age of 19+yrs who are participating/supervising the party must be fully vaccinated and will be required to show **Proof of Vaccination**. Please have all adults come prepared with their **Government-issued photo ID** and their **vaccine passport** to be checked by one of our Community Centre staff.

*Please understand that this process is required in order for us to continue running recreation programs and services safely and within the Provincial Health Orders.*

The undersigned user hereby agrees to abide by the above terms & ensure that the above terms are complied with by the party group.

Signature

Date