



Boys & Girls Clubs
of Thunder Bay



Boys & Girls Clubs of Thunder Bay Windsor Facility Birthday Party

Rental Policy

(Effective Jan 3rd, 2018)

Booking Policy and Fee Structure

Reservations can be made in person Monday – Friday between 9am and 4:30pm. **Parties must be paid in full at the time of booking and are non refundable pending a rebooking of the time slot.** A Party Rental Request form and Liability Waiver signed by the person responsible for the rental is required to secure the time slot requested. All fees include rental of the gym for 2 hours, use of tables and chairs, set up of inflatable (if applicable), supervision of party participants on inflatable or climbing wall, access to sporting equipment (balls, floor hockey, etc.) and clean up. Dates and times may be rescheduled at the discretion of the Boys & Girls Clubs of Thunder Bay. ****Any changes or additions to your party booking must be requested at least two weeks prior to your party date****

Number of guests

The number of participants shall be limited to 25 for all basic rentals (this does not include parents). Rentals that include more than 1 apparatus shall be limited to 35 participants. Larger numbers of participants will require extra staff for an additional fee. Tables and chairs may be set up for parents and non participants.

Main Rentals - \$250.00 (choose any 1 of the following)

Inflatables - Rainbow Run, 4 Post Joust, Heroes in Action Bouncer, Climbing Wall

Add Ons

Add the climbing wall to your inflatable rental \$75.00

Add a second inflatable for \$50.00

Add a TV with DVD player - This may be arranged. Please ask at time of booking. No charge.

Over maximum number of participants – individual quote at time of booking.

Available Food

16" x 12" Panormous Pizza from Pizza Hut, \$23 for first, \$20 each additional pizza

10" round Gluten Free Pizza from Pizza Hut, 3 topping, \$12 each

Time in / Time out

Party times: Saturday and Sunday 11:00 to 1:00, 1:30 to 3:30, 4:00 to 6:00 and 6:30 to 8:30

Rental group will be allowed access to the gym 30 minutes prior to rental for set up. **Rental group must exit facility with all belongings immediately at end of rental.**

Access to Area(s)

All groups must enter and exit the building from the Windsor Street main doors only.

Rental groups shall have access to the gym and bathroom facilities only. There will be no access to any other areas of the Club at any time.

Kitchen access may be included in rental contract. Food and drink storage may be arranged at the time of booking. **No cooking food in the gym at any time.** Coffee urns are okay.

NO SMOKING IS ALLOWED ON FACILITY GROUNDS. Smokers may only smoke on City property (sidewalk).

Set up and clean up

Boys & Girls Club staff will clean up after your party. It is expected that parents will monitor party goers and not allow excess mess to occur. Staff members' main responsibilities will be focused toward party goers having a safe and fun experience. Apparatus may have to be shut down if the staff is required to constantly clean up excess mess or parties may be required to end early to allow staff enough time to clean and prepare for the next rental. **ONLY GREEN AND BLUE PAINTERS TAPE MAY BE USED TO HANG ANY DECORATIONS. NO OUTDOOR FOOTWEAR IS ALLOWED IN THE GYM. NO SILLY STRING, CONFETTI, RICE AND SPARKLERS ARE ALLOWED IN THE FACILITY.**

Supervision

All Boys & Girls Clubs of Thunder Bay staff are first aid certified. Boys & Girls Club staff shall be responsible for the supervision of participants on any inflatable device or the climbing wall only. Rental group is responsible for supervision at all other times including but not limited to eating, bathrooms and any other time.

Member specials

Any Member of the Boys & Girls Clubs of Thunder Bay shall receive a \$10.00 discount on any rental package.





Boys & Girls Clubs
of Thunder Bay

The Boys & Girls Clubs of Thunder Bay Party Rental Request Form

Date & Time of Rental _____

Receipt # _____

Amount \$ _____

Requests _____

OFFICE USE ONLY

Parent's Name: _____

Address with postal code: _____

Phone: _____ Cell: _____ Email: _____

Birthday Child's Name: _____ Birth date: _____

New Age: _____ Number of Children Invited: _____

1st choice Date: _____ Time: _____

2nd choice Date: _____ Time: _____

I request:

Inflatables - Rainbow Run _____ Jousting _____ Heroes Bouncer _____

Climbing Wall _____

TV and DVD _____

Access to Kitchen for Storage _____

Access to Kitchen for Cooking _____

FOOD

**16" x 12" Panormous Pizza from Pizza Hut, \$23 first/ \$20 each
additional pizza (includes tax and delivery)**

_____ Pizzas - Toppings _____

_____ Pizzas - Toppings _____

_____ Pizzas - Toppings _____

10" Gluten Free 3 Topping Pizza from Pizza Hut, \$12 each

_____ Pizzas - Toppings _____

**First Inflatable \$250
Add a Second Inflatable for
\$50 more
OR add the Climbing Wall for
\$75 more**

****If you decide to CHANGE or
ADD to your party, you
must notify us at least
TWO WEEKS PRIOR
to the party date****

ONLY GREEN AND BLUE PAINTERS TAPE MAY BE USED TO HANG ANY DECORATIONS. NO OUTDOOR FOOTWEAR IS ALLOWED IN THE GYM. NO SILLY STRING, CONFETTI, RICE AND SPARKLERS ARE ALLOWED IN THE FACILITY.

All Parties run 2 hours in length. Bring your own food, decorations and cake.

I acknowledge that I have read the policies on this form. I understand and accept the conditions stated.

Signature: _____ Date: _____



Boys & Girls Clubs
of Thunder Bay

The Boys & Girls Clubs of Thunder Bay Birthday Party Policies

1. **FULL** payment is required at the time of booking.
2. Cash, Interac, Visa and MasterCard only are all accepted. No cheques please.
3. Any changes or additions to your party must be made at least 2 weeks prior to the party date.
4. Parties are booked on Saturday and Sunday only and are 2 hours in length.
5. No party shall be considered booked until full payment is received by the Boys & Girls Clubs of Thunder Bay. **A full refund will only be issued pending rebooking of the time slot.**
6. Party hosts shall have access to the gym up to 30 minutes prior to party times. Guests should arrive no more than 10 minutes prior to the start of the party
7. All children should be picked up promptly at the end of the party. The host is responsible for all children associated with their party rental. The Boys & Girls Clubs of Thunder Bay are not responsible for ensuring that participants are picked up. **PARTY HOSTS AGREE TO EXIT THE FACILITY IMMEDIATELY AT THE CONCLUSION OF THEIR 2 HOUR RENTAL.**
8. The Boys & Girls Clubs of Thunder Bay is not responsible for lost, stolen or damaged personal items.
9. **Rental groups should note that tobacco use is not allowed on facility grounds.** City of Thunder Bay bylaw # 052-2010.
10. Rental groups shall be financially accountable for any unforeseen expenses incurred by the Boys & Girls Clubs of Thunder Bay resulting from misuse or negligence on the part of the rental group and/or guest.
11. The Boys & Girls Clubs of Thunder Bay shall have the right to suspend any rental for any reason.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in this program you will be waiving and releasing all claims arising out of this program. In consideration of the Boys & Girls Clubs of Thunder Bay sponsoring and providing the above program and accepting me as a participant in the above program, I agree as follows:

Waiver and Release of Claims for Injury

I hereby agree to, and do waive, release and relinquish all claims of every kind, known and unknown, present and future, that I may have against the Boys & Girls Clubs of Thunder Bay, and their officers, agents, servants and employees, arising out of, connected with, or in any way related to, the rental or my participation therein.

Indemnity and Defense

I hereby further agree to indemnify and hold harmless and defend the Boys & Girls Clubs of Thunder Bay and their officers, agents, servants and employees from any and all claims of every kind, known and unknown, present and future, that I may have arising out of, connected with, or in any way related to the rental or my participation therein. I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If rental is via fax, your facsimile signature shall substitute for and have the same legal effect as an original form signature.

Date _____ Signature _____