

BOOKING YOUR PARTY AT THE ROSS CREEK CENTRE FOR THE ARTS

To help us ensure that we handle your booking as swiftly and efficiently as possible please follow the steps set out below:

STEP 1 Call our centre at 582-3842 or email us at events@artscentre.ca to check that the date you require is available.

STEP 2 Fill out this form and fax it back with a \$50 deposit

STEP 3 We will send you a confirmation pack with full details of your party, invoice for the remainder and a set of invitation cards (with 4 weeks advance booking)

Parent First Name _____ Parent Last Name _____

Mailing Address _____

City _____ Province _____ Postal code _____

Telephone _____ Email _____

Name of Child or celebrant _____ Known As _____ Age _____

Date of Party _____ Time of Party FROM _____ am / pm TO _____ am / pm

Theme of Art Workshop Requested _____ Number of Guests _____

(Exact number of friends to be confirmed 4 days before the party) Any Known allergies _____

Party Cake required (from \$30) Yes / No If Yes, Theme _____

Pizza Requested (from \$30) Yes / No If Yes, Toppings _____

Goodie Bags required at \$10 each? Yes / No If Yes _____ (Number) x Goodie Bags required

PAYMENT ENCLOSED

I enclose non-returnable deposit of \$50 and will pay the remaining balance NOT LATER than the day of the party

I understand that changes to my confirmed booking (where possible) will incur a \$20 administration fee.

PLEASE INDICATE METHOD OF PAYMENT Cash Cheque - to Ross Creek Centre for the Arts Visa Mastercard

Card # _____ Expiry Date _____ / _____ Name on Card _____

RELEASE AND WAIVER NOTICE

In consideration of the acceptance of my birthday party booking, I hereby for myself, my heirs, executors, administrators, or any other who may claim on my behalf, covenant not to sue, and waive, release and discharge the Ross Creek Centre, and anyone acting on the Ross Creek Centre's behalf, from any and all claims of liability for personal injury, illness, loss of life or property damage of any kind or nature, arising out of or sustained in the course of my participation in the program. This Release and Waiver applies to all claims, foreseen or unforeseen, including negligence and breach of statutory or other duty of care.

CANCELLATION AND REFUND POLICY

Party Rentals may be cancelled at the discretion of the Ross Creek Centre for the Arts [RCCA] due to unforeseen circumstances. In the event that a rental is cancelled by the RCCA a full refund of all fees paid will be issued. If rescheduling is necessary registrants with confirmed bookings will be given the option to change their booking or receive a full refund. RCCA responsibility shall then cease. Bookings cancelled by renters up to one week before the program will receive a refund less the deposit, unless catering costs have already been incurred in which case those will not be refunded. No refund can be given seven (7) days or less prior to a rental except in cases of family emergency or severe illness.

Signature _____

SEND COMPLETED FORM & DEPOSIT TO: Birthday Booking, Ross Creek Centre for the Arts, Box 190, Canning, NS, B0P 1H0 or fax 582-7943.

WHAT'S INCLUDED?

- 👁️ An hour long art activity in our art studios
- 👁️ An hour long room rental in the party room
- 👁️ Balloons (your choice of colours!)
- 👁️ Invitations (with 4 weeks advance booking)
- 👁️ Art supplies
- 👁️ Party room tables are covered with paper and can be used to draw on with felt markers

COST

The basic cost is \$130 + HST for up to 10 children and \$5+ HST for each additional person, up to a maximum of 14 children. **A \$50 non-refundable deposit is required when you book.** This deposit will be applied towards the remaining balance for which you will be invoiced and which is due no later than the day of the party.

POSSIBLE PROJECTS

We provide a variety of age appropriate projects for your party based on the theme you identify on your form or in a call, taught by our experienced Art Centre instructors. Not sure what activity you're interested in? Give us a call!

SPECIAL NOTES

- 👁️ We suggest children wear play clothes or bring smocks to protect their clothes.
- 👁️ If there are pieces not dry or completed by the end of the party, your instructor will package the children's work and call the party parent for pick up and distribution to their guests.
- 👁️ Some art projects may require the parents to finish at home. Full instructions will be provided.
- 👁️ Please note that this is an Arts Centre and classes may be running the same time as your party. We have a lawn outside for parents to supervise running and playing games, but while inside all party guests we ask guests to maintain a reasonable noise level and be respectful of the Art Centre's other guests and students.

SO HOW DO I BOOK?

- 👁️ Spaces fill up fast! Parties are mostly available on Saturdays and Sundays so reserve your party well in advance to avoid disappointment. You can book over the phone with Visa or Mastercard by calling (902) 582-3842 or fax the form to 582-7943. You can also come see us in person at 555 Ross Creek Road – see www.artscentre.ca for directions.

BIRTHDAY PARTY RULES

- 👁️ Upon booking a party at the Arts Centre, you will be required to familiarize yourself with the following rules and sign a copy of the waiver below.
- 👁️ For your safety and the comfort of our other patrons:
- 👁️ No running, jumping except outside
- 👁️ No shouting or loud noise of any kind
- 👁️ Please respect the piano.
- 👁️ Please use bathroom located in the lobby
- 👁️ Felt pens are for drawing on paper only
- 👁️ Party must be supervised by at least one adult at all times and is restricted to the party room unless otherwise arranged.
- 👁️ We assume no liability for inappropriate behaviour
- 👁️ Please remember this is an Arts Centre. Patrons are viewing the galleries and classes are in session. Your co-operation is appreciated!

For more information or to book call Ross Creek at 582-3842 or email us at mail@artscentre.ca

FREQUENTLY ASKED QUESTIONS:

HOW SOON IN ADVANCE SHOULD I BOOK MY CHILD'S PARTY?

As soon as possible! Short notice availability is often not available.

WHY AM I CHARGED FOR HOW MANY CHILDREN I CONFIRM NOT HOW MANY CHILDREN ATTEND?

The Centre will call you four days before your party to confirm how many guests have RSVP'd. We leave this until the last possible moment so you have enough time to get your numbers confirmed. These parties take planning and materials so we charge for the number of children we have prepared for. If any additional children show up without notice you will be charged \$25 per child.

ARE THE PARENTS REQUIRED TO STAY FOR THE PARTY?

One parent is requested to stay. We do provide supervision for the invited guests during the workshop section. Although other parents are encouraged to stay and enjoy the party, it is not required. We offer coffee or tea for those who do stay and you may order snacks (Please speak to your party planner). Please note you may be charged for any siblings that stay for the party.

CAN I BRING IN MY OWN FOOD?

Unfortunately, outside food is not permitted at our parties, except for non-alcoholic beverages and birthday cake. We are also a peanut free facility, and ask that if the cake is brought in, you ensure that it is peanut product free.

WHAT IS INCLUDED IN THE PRICE?

Our party includes art workshops, rental of the party room for an extra hour beyond the workshop time, coffee or tea for parents, balloons, all art materials and invitations (with one month advance booking). This is all included in the basic price and you are only required to bring goodie bags. We can offer additional services that you may want to discuss with your party planner including pizza if requested, goodie bags, etc.

WHO DO I CALL TO BOOK MY PARTY?

Call the Ross Creek Centre at (902) 582-3842 or email us at events@artscentre.ca to secure your date and time. Our event planner will contact you to go over the details and help you select your theme and program.