CITY OF GRANDE prairie

BIRTHDAY PARTY APPLICATION FORM

Eastlink Centre

Section 1: Contact Information

Today's Date:			
Child's Name:		Turning Age:	
Parent Name:		Contact Number:	
Address:		Postal Code:	
Email:		Number of Guests:	

Section 2: Party Date & Time

Date Requested:		Alternate Date:	
Time Slot Requested:			

Section 3: Party Options

Up to date pricing is listed on the website at cityofgp.com/birthdays.
All parties include an Event Host for greeting guests and clean-up.

☐ **Tot Block Party**
2 hours in the party room with Tot Block Castle Pieces. Recommended for children ages 1–4 years old. Includes 30 people.

☐ **Fieldhouse Party**
1 hour in 1/4 of the fieldhouse and 1 hour in the party room. Includes 30 people.

☐ **Pool Party**
Unlimited pool time during public swim and 1 hour in the party room. Includes 30 people.

Office Use Only

Rental#:	
Activity Time & Location:	
Party Room Time & Location:	

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Section 4: Booking Agreement

- Throughout all our parties parents are required to actively supervise children. Children under the age of 8 are required to be accompanied by an adult at all times. Please see the adult to child ratio's below:

  CHILD SUPERVISION
  Less than 8 years old
  1 adult for every 3 children (must be within arms reach).

  8 years and up
  Children must have a chaperone or guardian for the duration of the party.

- A replacement fee will be charged for any damaged or missing Eastlink Centre property.
- Parents will need to provide their own dishes and cutlery (including a knife to cut the cake), there is no refrigerator or freezer available.
- There is a no outside food policy for bookings, please contact Hat Trick Grill, Jugo Juice, Second Cup or Tito's for Party options.
- Decorations are permitted, any balloons will need to be blown-up in advance, decorations can be taped to the walls but not hung from the ceiling.
- A signed birthday party application, signed rental contract, as well as full payment is required at time of booking and can be made by credit card, debit, cash or cheque. 5 days notice is required for all birthday party bookings and cancellations receiving a refund.
- Fieldhouse parties require clean, indoor footwear (socks are permitted, no barefeet).
- Pool parties include spontaneous use of the aquatics area and does not include a private area for the pool portion of the party. Please be aware that pool area closures do happen occasionally, we will provide notice whenever possible.

For more information or to book, contact the Booking Coordinator at bookings@cityofgp.com.

☐ **I have read, understand and accept all birthday party policies and requirements.**

Signature:		Date:	

Personal information is collected under the authority of Section 4(c) of Alberta's Protection of Privacy Act, SA 2024, c. P-28.5 ("POPA"), and will be used for the administration of birthday parties at the Eastlink Centre, including for booking purposes and event management. The City of Grande Prairie collects, uses and discloses personal information in accordance with POPA and Alberta's Access to Information Act, SA 2024, c. A-1.4 ("ATIA"), and will take reasonable steps to protect personal information and only disclose it as authorized by law. If you have any questions about the collection, use, disclosure or destruction of your personal information, please contact: **bookings@cityofgp.com**.