



BIRTHDAY PARTY BOOKING CONFIRMATION

Thank you for choosing the Blackwood Community Recreation Centre for your birthday celebrations. We hope you have a fun and enjoyable time.

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Party Information

To help your party run smoothly the following information is provided.
Please do not hesitate to contact us if you need any further information.

General Information

Private Party Room

- ❖ Tables and chairs are provided, but no food other than what is for sale in the kiosk.
- ❖ Please use only blue tack to affix decorations to the walls
- ❖ **Please take note room hirers are responsible for the disposal and removal of all party rubbish, present wrappings, food scraps etc. and to sweep and mop the floor with the equipment provided.**

Kitchen facilities

- ❖ Fridge, oven, microwave, pie warmer and kettle are available for your use.
- ❖ Please supply your own food, plates, serving dishes, oven trays, cutlery, crockery, tablecloths etc.

Invitations

Party Invitations are available for your convenience. Ask for them when you book your party or contact the centre any time.

Staff Toilet

The toilet adjacent the party room is for staff only, please utilise the public toilets located along the corridor.

GYMFUN PARTY – SATURDAY AM

- ❖ Suitable for ages 5-12years
- ❖ The party room is available for your use from 10:00am (to set up) until 1:00pm.
- ❖ The session commences at 11.00am sharp, so please ask your party guests to arrive by 10:45am.
- ❖ All children who participate in the Gymfun session will be counted towards the payable number of children
- ❖ Groups 8-12kids, 13-18 kids, 19-24 kids dictate number of coaches and costs(Please see booking Brochure)
- ❖ Food and drinks are not to be taken into the Gymnastics hall.

SKATING PARTY **PLEASE NOTE:- PUBLIC SKATE SESSION COMMENCES AT 3.00pm**

- ❖ Party participants will receive their skates prior to the general public so size availability is guaranteed – Approx. 2.55pm
- ❖ The party room is available for your use from 2.30pm (to set up) until 5.30pm.
- ❖ Suitable for ages 6+, however we do have smaller skates if required.
- ❖ Adults who skate with the children will be required to pay for the skating session (\$11.00/head)
- ❖ Adults who assist children but who do not skate are not required to pay.
- ❖ Siblings of party guests who skate will be required to pay for the skating session (\$11.00/head) providing they do not attend the party, in this event they will be charged at the party rate of \$15.00/head.
- ❖ Minimum number of participants is 10 upon booking of the party room.(Please note minimum cost will be \$150.00)

Foyer

Please note that for the safety of all party participants and the general public, we do not allow private parties or private party food in the foyer area during any party session.

Food and drinks are not to be taken into the skate hall, onto the skating rink or into the gymnastics hall.

For further information - Phone 8278 8833 or email contactus@blackwoodrec.com.au