

# BIRTHDAY PARTY INFORMATION



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

The following information is provided to ensure your party runs smoothly.

If you have any questions on the day please speak to our staff member on duty.

## GENERAL INFORMATION

### COVID-19 Temporary protocols

- Maximum number of people allowed in the Pam Lehmann Room is 28. This includes adults and children (including babies).
- Hands are to be sanitised on entering and leaving the Recreation Centre.
- Physical distancing of 1.5m from other Centre users is required
- All utensils, crockery, serving platters, heating trays etc are to be provided by the hirer.
- The Pie Warmer is not available for use at this time.
- Please leave tables and chairs set up at the end of the party for staff to clean

### Private Party Room

- Tables and chairs are provided.
- Please use only blue tack to affix decorations to the walls
- **N.B.- room hirers are responsible for the removal of all party rubbish, present wrappings, food scraps etc. and to sweep the floor prior to vacating the room. Any spillages need to be cleaned up (ask Centre staff for mop).**

### Kitchen facilities

- Fridge, oven, microwave, 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 on our Website for you to download by following this link:-  
<https://www.blackwoodrec.com.au/activities/birthday-parties/>

### Staff Toilet

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

### GYMFUN PARTY – Saturday morning only

- Suitable for ages 5-12years
- The party room is available for your use from 9:00am (to set up) until 12:30pm.
- The session commences at 9.30am sharp, so please ask your party guests to arrive by 9:15am.
- All children who participate in the Gympfun 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 – Saturday & Sunday **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 (\$12.00/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 (\$12.00/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](mailto:contactus@blackwoodrec.com.au)**