

Birthday Party Policies

Pricing

Please note that the pricing does not include tax.

All parties include 1 adult at no cost for every 2 child participants. It is up to the birthday parent if additional adults are included in the final cost of the party or if those additional adults must pay for themselves. The birthday parent must indicate this preference on their booking form.

The maximum number of people able to attend the party (including the birthday child[ren], all accompanying adults and all child guests) is 30 individuals. There is no minimum required number of attendees, however the base pricing for all parties assumes 10 child participants. No discount will be applied for a party with less than 10 children.

No coupons or passes may be used to cover the cost of any children or adults associated with the birthday party. Beyond a discounted price offered to members at the time of booking, no additional discount is available for party guests with Discovery Centre Memberships, as our parties include experiences outside of the Membership Benefits.

Supervision

All children 12 and under are to be supervised by an adult (18 years or older) on Discovery Centre property. The Discovery Centre requires a minimum of 1 adult for every 7 children.

The Discovery Centre is not responsible for the supervision of the birthday party attendees. It is up to the booking parents to coordinate with other adult guests the supervision of and/ or directly supervise the birthday child and all guests under the age of 18 associated with the birthday party.

Confirmation

The birthday parent must contact the Front Desk Coordinator by 4 pm on the Tuesday before the party to confirm the final number of guests attending the party. Supplies are provided for the number of guests you confirm the week before the booking.

If the parent who booked the party does not contact the Discovery Centre before this time, Discovery Centre staff will order supplies based on the number of guests listed on the original bookings form and you may be charged for those guests regardless of whether or not they attend the party.

Deposits & Cancellation

A birthday party must be booked a minimum of 14 days in advance. Birthday party deposits must be made on a credit card. If credit card payment cannot be made, the estimated balance of the birthday party must be paid in full at the time of the booking, and any additional charges must be paid on the day of the party.

To cancel or change the date of a birthday party at the Discovery Centre, the parent who booked the party must call the birthday party bookings coordinator a minimum of two full weeks (14 days) before the date of the current booking. The bookings coordinator must receive and confirm a cancellation or change of date in order for the party to be considered cancelled or moved.

Without confirmation of cancellation or change of date 14 days or more before the date of the booking, no refunds will be issued. A new deposit will be required if a new date is set for the party. Any refundable balance that has been pre-paid will be refunded within 21 days of the initial request. There is a \$50.00 non-refundable fee for every birthday party booking.

In the Party Room

Staff will not be present through the entire party room time. If you require assistance in the party room, floor staff will be able to help you find your party host.

The birthday parent is responsible for informing Discovery Centre staff of allergies at the time of the booking. Discovery Centre staff will do their best to ensure that the party room has been cleansed thoroughly before the party room time, but cannot guarantee that any space within the Discovery Centre is allergen free due to public use.

Please be aware of your scheduled birthday room time. Your group will need to be out of the party room at the end of your designated room time to allow us to set up for the following booking.

Parties have the option to continue their floor visit at the end of their party room time. If you are not leaving the Discovery Centre at the end of your room time, gifts and items to take home may be left at the front desk for storage until the end of the day. However, the Discovery Centre is not responsible for lost or stolen items.

I, _____, **have read and understood all of the above.**

Full name (please print)

Signature _____ **Date** _____