



# BIRTHDAY PARTY REQUEST FORM

Defence community only. Must request two weeks in advance. Request does not guarantee booking.

## IMPORTANT PARTY DETAILS:

**All parties are 2 hrs long from 1300 - 1500hrs on Saturday or Sunday. Max: 20 guests**

You are welcome to arrive 30 minutes prior to the start of your party to get settled in and be prepared for your guests. Your Craft Room booking will read 1230 - 1530hrs to accommodate set up / clean up and to say goodbyes to guests and gather up your personal items. Our staff will assist with returning any equipment.

PSP policy only provides for use of birthday candles. Sparklers are not permitted.

## BIRTHDAY PARTY BOOKING INCLUDES

- ◆ Craft Room for serving refreshments and gift opening only
- ◆ Use of fridge and freezer in Craft Room
- ◆ Staff member to assist with returning equipment/clean up

More than 12 children requires additional parental Supervision.

Party cost: \$ 50.00 plus applicable taxes

## BIRTHDAY PARTY OPTIONS (choose one):

- Option 1. 1/2 gym (includes sports equipment for soccer, hockey, basketball, frisbee, etc.)
- Option 2. Multi Purpose Room (includes ride on toys appropriate for children 5yrs & under)
- Option 3. Swimming (During Open Swim. Children 7& under must be within arms length of an adult)

**\*\*Cancellation Policy: Less than 72 hours notice will result in a forfeit of 100% of cost.**

**If you have any concerns regarding your party please contact:  
PSP Recreation office: 250-339-8211 L7173**

Birthday Party Reservation for \_\_\_\_\_  
**Child's Name & Age**

\_\_\_\_\_ at the 19 Wing Comox Fitness & Community Centre.  
**Date Requested**  
(Sat or Sun only)

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**The Recreation staff will contact you for confirmation.**

FOR PROGRAMMER USE ONLY  
INSTRUCTOR INFORMED   
INITIAL \_\_\_\_\_

