

Birthday Party Rental Request

St. Andrews Heritage Centre & Rectory

First Name: _____ Last Name: _____

Email: _____ Phone Number: _____

Address: _____

Number of Participants (max. 10 children, min. 2 adults): _____

Age of Participants: (min. age: 5 years) _____

Preferred Dates: (Winter Season-Saturdays, Summer Season-Tues-Sun): _____

Preferred Time: _____

Choose ONE of the following party themes. For a list of each theme's available crafts and activities, please consult the party guides on our website or call the staff at 204 339 6396:

- Victorian Party
 - Activity: _____
 - Craft 1: _____
 - Craft 2: _____
- Fur Trade
 - Activity: _____
 - Craft 1: _____
 - Craft 2: _____
- Little Artist
 - Activity: _____
 - Craft 1: _____
 - Craft 2: _____
- Space Adventure (Available June-September)
 - Activity: _____
 - Craft 1: _____
 - Craft 2: _____

Additional Comments (specific activity requests, allergies, accessibility considerations):

Rules and Regulations:

1. Any decorations brought in by the renter may be set-up 30 minutes before the assigned party time.
 - a. Items such as silly string, confetti, and sparklers are not permitted inside the Museum
 - b. All decorations must be cleaned up by the renter immediately after the party time.
 - c. All additional decorations brought in by the renter must remain in the designated party room, unless permitted by onsite staff.
 - d. No additional nails or tacks may be used to affix decorations to the walls.
2. Children must be supervised in the Museum at all times by an adult supervisor arranged by the renter.
 - a. Historic Interpreters will be present to provide games, crafts, and tours, however it is the responsibility of the renter to ensure party attendees are obeying all Museum rules.
 - b. Adult supervisors are expected to assist the Interpreters with leading games and crafts as needed.
3. All birthday party food and related supplies must be provided by the renter. This includes, but is not limited to, tablecloths, candles, matches, cake cutters, utensils, napkins, plates, cups, decorations, ice, condiments, etc.
 - a. All consumption of food and drinks must occur in the designated party room
 - b. Limited use of kitchen facilities includes a fridge and freezer. Discuss accommodations with our Museum Coordinator.
 - c. No alcoholic beverages or smoking are allowed in or around the Museum

Rates, Deposit & Cancellations:

1. Birthday parties are \$75 per hour for the first 2 hours, then an additional \$25/ 30 minutes after the first 2 hours.
 - a. Minimum recommended time at least 2 hours, in order to complete all games and activities.
 - b. Additional time booked **does not include additional activities**, but would provide extra time for the attendees to eat, give gifts, and explore the Museum.
 - c. If the renter stays 15 minutes past their allotted reservation for activities, they will be required to pay for an additional 30 minute slot (\$25).
2. A 50% deposit and signed rental agreement is required in advance to secure your booking. Final payments will be made on the day of the party.

3. Cancellations must be received 72 hours prior to the rental date. Please note that refunds will be done by cheque only and can either be picked up at the museum or mailed to your address.
 - a. Cancellations after this 72 hour period will not be refunded.
 - b. A \$40 fee will be retained by the Heritage Centre for administrative costs, and the remaining payment will be returned to the renter.

I, _____ agree to the aforementioned Birthday Party Rules and Regulations as stated by the St. Andrews Heritage Centre and Rectory.

Signature: _____ Date: _____

Informed Consent and Photo Release:

I/We hereby acknowledge that certain risks of injury are inherent to participation in sports and recreation activities. These types of injuries may be minor or serious and may result from one's actions, or the actions or in-actions of others, or a combination of both.

I/We agree that the instructors, volunteers or their agents shall not be liable for any injury to any person, the loss or damage to personal property arising from, or in any way resulting from, my or my child's participation in these activities - unless such an injury, loss or damage is caused solely by the negligence of the above or their agents while acting within the scope of their duties.

I/We hereby release the R.M. of St. Andrews and the St. Andrews Heritage Centre and its agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation.

I/We further agree to indemnify and save harmless the R.M. of St. Andrews and the St. Andrews Heritage Centre and its staff and agents from any and all suits, demands, torts, and actions of any kind which may be brought against its staff or agents for which it / they may become liable by reason of injury, loss, damage or death resulting from, or occasioned to, or suffered by any person or any property, by reason of any act, neglect, or default of mine.

Social Media Photo Release

I/We agree that any photographs and/or videos taken by Heritage Centre Staff, Volunteers, Instructors or 3rd Party Contractors/Companies may be used in future on-line, social media, print, etc... advertisement or promotion

Renter Signature: _____ **Date:** _____

For Office Use:

Date Payment Received:

Booking: **Approved**

Denied

Signature: _____ **Date:** _____

Attach Receipt