



Swimming Birthday Party Information

Thank you for requesting a birthday party at the Erie Community Center! We would like to provide you with some general information to help you better plan for your party.

- A two week notice is required in order to book a party package.
- The form you submit is a REQUEST only. Please wait to be contacted by a staff member for confirmation your requested date is available.
- Changes may not be made to the number of children, cake choice or theme after the Tuesday prior to the party as the preparations for your party are complete. Please submit the **maximum** possible number of children attending the party at the time of your request.
- A final email confirmation will go out the week of the party. Please confirm number of children attending, pizza order etc.
- Payment is expected once your day and time is CONFIRMED. Fees must be paid prior to issuance of a permit. Access to the room will not be granted if payment has not been received.
- The time in the room is one hour. Punctuality in getting in and out of the room at designated times is appreciated.
- Please indicate whether you would like the party to play in Mini Miners before or after your party time. Use of Mini Miners will not be exclusive. Mini Miners will still be open to the public during all parties.
- Ten children are included in the price of the party (including the party child). Prices for additional children are: \$4R, \$5NR PER CHILD. There is no additional charge for adults to participate in the activity, they are included. The maximum occupancy for the party room is 35 people TOTAL. Only 20 children can be accommodated as a maximum.
- The themes available are: Pink, Purple, Blue, Red, Green, Orange, Black, and Yellow. You are welcome to bring in additional decorations.
- Party packages include: cake, juice boxes, tablecloths, plates, napkins, forks, balloons, knife, spatula, candles and a lighter. We will decorate the room one half an hour before the party. The room may not be available any sooner to set up personal decorations. The amount of plates/utensils will only be set up for the number of children confirmed. . If bringing in outside food, please plan to bring additional plates and utensils. Alcohol is not permitted.
- For swimming parties the parent to child ratio are as follows:
 - One adult in the water for every 5 children under 6 years old
 - One adult in the water for every 10 children ages 6 and above
 - One adult in the water for every 2 children wearing any type of floatation device. *Children must be within arms reach at all times.***Accompanying adult must be in the water at all times!**
 - Children ages 6 and under are not allowed to enter the hot tub. Children 6 – 9 must be accompanied by an adult. Please no swimming or playing around in the hot tub.
 - Please encourage swimming participants to use the bathroom prior to entering the pool.

- The cake is a quarter sheet cake ordered from King Soopers and feeds approximately 15-20 people. Please note, the cake may contain nut products and dairy products. King Soopers provides a basic decoration of the cake in one color stating: 'Happy Birthday Child's Name'. An additional cake it is \$20. Personal cakes may be brought in addition to the one ordered through the Center or personal cake may be brought in and not order one through the Center. The price of the party is still the same even if you do not want to order a cake.
- Pizza is available for order for an additional fee of \$10 per pizza through Black Jack Pizza. The pizzas are large one topping pizzas and have ten slices.
- A refrigerator is available in the party room for items that may need to remain cold during the party. There is also access to a freezer for ice cream; however, we do not provide bowls or spoons. All items must be removed at the end of the party.
- Guests are responsible for picking up trash and any major messes. We will sweep the floor and wipe down the tables and chairs.
- Gifts and personal items may not be left in the Party Room after the party.
- The Center does not allow piñatas, inflatables, confetti, tape, nails, paint, glitter, etc. in the party room. Please contact the Rental Coordinator for all decoration questions.
- If a party is cancelled with less than one week notice, guests are still responsible for paying for the cake.

Thank you for letting the Erie Community Center help you celebrate! If you have any further questions please contact the Erie Community Center at 303-926-2550.