



# Birthday Party FAQs

## **How do I reserve my party time?**

A party request must be submitted at the Community Center reception desk at least two weeks in advance of the requested party date. Full payment plus a \$25 security deposit is due at that time (if you are paying with cash or check). Our party coordinator will contact you within approximately three business days to confirm your party time.

## **When are parties held?**

Party times vary and are available most Friday evenings, Saturdays and Sundays. Please refer to our party form for specific times by room.

## **How long is my party?**

Your reservation covers 2 hours of party time, plus an additional 30 minutes of set-up and clean-up.

## **How far in advance can I reserve my party?**

Parties can be reserved up to two months in advance.

## **How many guests can I have?**

The Community Room can host up to 50 people. The Arts and Crafts room can host up to 20 people. Add the Teen Center to the Arts and Crafts room and make it 35! Additional restrictions may apply for add-on activities.

## **What is the refund policy?**

Confirmed parties will be refunded in full if cancelled at least two weeks in advance.

## **Do my guests need to sign in?**

Yes! All guests must check in at the reception desk and return their signed waiver.

## **What is included with the room rental?**

The Community Center provides tables and chairs. You may request add-on packages for decorations, paper goods, and food, or you may choose to bring your own from home!

## **Are there activity add on options?**

Yes! There are several options for add-ons including age appropriate options in the basketball gym, time in the pool, or a paint party. Add-ons will occur during the first hour of your confirmed party time.

## **Can I bring food?**

Yes! Alcohol is not permitted. If you prefer, the Community Center offers add-on food packages.

## **Can I decorate?**

Yes! Painters tape is required and is not supplied. You will have access to your party room for 30 minutes prior to your party start time to decorate. If you prefer, the Community Center offers an add-on decoration package.

## **How big are the tables?**

The Community Room offers options for rectangular or round tables. Rectangular tables are 8ft. long. Round tables are 6 ft. round. Tables in the Arts and Crafts Room are rectangular and 5 ft. long.

## **Pinatas?**

Pinatas are welcome, but cannot be hung from Community Center equipment or ceilings. If you choose to have a pinata, you must bring your own stand and will be responsible for clean-up.