Reuse Detectives Party (Ages 6-12 years)

Let's celebrate your child's birthday at the Reuse Centre! Put on your detective hats and solve a waste mystery. Then, head on a Reuse Centre Shopping Experience to collect items for future crafts. Please inform the Program Coordinator of your desired theme at time of booking.

What's Included in the Party Package?

- A fun 1.5 hour themed program with hands-on activities, delivered by a Program Leader
- A one-hour room rental (this is time for cake and presents, no program activities are provided during the rental)
- We provide tables, chairs and basic tablecloths for your use

Optional Add-Ons

- Extra room rental in one (1) hour increments can be booked at $40/hour. Please inquire at time of booking.

Program Activities

Get ready to solve a waste mystery! Detectives will need to solve several challenges in order to find their next clue.

Detectives will need to decipher coded messages, solve a waste reduction scavenger hunt, invent new creations from reusable materials and identify the different waste streams. A challenge will also include upcycling household items into a craft to take home. The craft may be notebooks, binoculars or detective badges.

Program Leader Contact

Your Program Leader will contact you by phone a few days prior to your party to confirm details. If you have not heard from them at least 48 business hours prior to your party and have questions about your program, please call the Programs Coordinator at 780-944-7424.

Info for Party Guests

Before you send out the birthday invitations make sure to remind you guests of a few things for the special day to have a positive experience at the Reuse Centre.

1. Crafting can get a little messy! We suggest asking participants to bring an old paint smock or shirt from home, just in case.

2. Guests have the opportunity to collect and drop off accepted donations for free just prior to the start of the program. Please see our Accepted Items List for more details.

3. For the Reuse Centre Shopping Experience: Ask guests in advance to think about a future craft they would like to make and what supplies are required. The shopping trip only lasts fifteen minutes, so it's best that guests have an idea what they are looking for to ensure they only take what they need.

Planning Your Party: Info for Organizers (Parents)

How many kids/adults can I invite? Our programs have a **maximum number of 20 children** per program, which includes friends and siblings. **At least two adults must stay** with the group at all times to help supervise. (Maximum 30 participants in total, including parents.)

When can I arrive? If you are setting up, you can arrive up to 15 minutes before the party to bring in supplies. Your Program Leader will be there setting up the room for your use. You have the room for the entire program and room rental time.

Can I bring my own food? Yes, you can bring in your own cake, food and beverages. You must provide your own dishes and cutlery. A small fridge is provided in the Workshop Room for your use during your party. For health and safety reasons, food requiring preparation or cooking on-site (e.g., indoor grills) is not permitted.

Should I mention there are children with allergies or special needs before the party? Please tell the Program Leader if any of your guests have known medical concerns, allergies, mobility issues or special needs. This info can be very helpful for the Program Leader when they are planning your program, to make sure activities are fun, safe, and suitable for all your guests.

Can I decorate the room? You can bring your own tablecloths, balloons, table centrepieces, candles for the cake and party hats. Please do not bring confetti or glitter. Items cannot be mounted to the wall or hung from the ceiling. For safety reasons, sparklers are not permitted.

When/where do we meet? When can I tell guests to arrive? We suggest asking guests to arrive only five to ten minutes before the program start time. If your program starts after-hours, early guests will need to wait at the front doors until the room is ready.

- **Meeting location is in the Workshop Room (during store hours).** Come in the main front doors (facing the parking lot) and follow the signs to the Workshop Room on your right. Please go directly to the Workshop Room. If the Program Leader is not there, they will be there promptly.
- **Meeting location will be at the front doors (after-hours).** If the Reuse Centre is closed, come to the right side door and ring the doorbell. The Program Leader will let you in. Please go directly to the Workshop Room to wait for the remaining guests.

When/where can parents pick up their kids? Pick up is in the Reuse Centre's Workshop Room (during store hours) OR at the front doors facing the parking lot (after-hours). Pick up time is when the program ends. Please have parents pick up their children promptly afterwards, otherwise you may need to wait with the children for their parents at the front of the Reuse Centre.

Am I expected to clean up afterwards? Yes, groups are responsible for cleaning up after themselves. This includes properly disposing of garbage and recycling in bins provided. Make sure to take all birthday items with you (including any leftover food items from the fridge). Your Program Leader will put away your tables and chairs for you. Please inform staff immediately for any large messes.

When do we have to be out of the Workshop Room? You only have the room for duration of your program. All guests and supplies must be cleaned up and out of the room on time to allow for tidying and setup for the next program/rental.

A Note For Adult Supervisors

Adult supervisors must stay with the group at all times to help supervise children, including during bathroom breaks. During the Reuse Centre shopping trip, have children stay with the group at all times in order to have a safe and enjoyable shopping experience.

Adults are expected to keep an eye on the kids and actively participate in the program, such as assisting children with program activities. Be enthusiastic – you and your adult helpers' encouragement and active participation in all activities will help to make this learning experience a truly positive one for all your guests!

Payment Procedure

To secure your spot, 50 per cent of the program fee is due at time of booking. The other 50 per cent is due two (2) weeks prior to your program.

Payments are accepted by credit card over the phone with the Programs Coordinator. Alternatively, you can come into the Reuse Centre during business hours to pay by credit card, debit card, cash or business cheque. Please make business cheques payable to the City of Edmonton and note the Rental Contract number on the information section of the cheque. Please do not send cash in the mail.

Cancellation Policy

- You are to provide written notice of cancellation of your program via email to reusecentrebookings@edmonton.ca
- Cancellations with 4-15 days' notice are subject to a fee of 50 per cent of the program cost
- Programs cancelled with less than three days (72 hours) notice will be charged the full program fee
- Programs run rain or shine. In the event of poor weather, you must call 780-944-7424 or email reusecentrebookings@edmonton.ca if you are not coming.

We are looking forward to celebrating your child's birthday at the Reuse Centre!

For any questions, modifications, or cancellations, please contact our office directly:
EMAIL reusecentrebookings@edmonton.ca
PHONE 780-944-7424