



## **CLAY BIRTHDAY PARTY**

**WE ARE SO EXCITED TO CELEBRATE WITH YOU!**

Your party includes a 1.5 hour program delivered by an instructor and a 1 hour room rental. You can begin setting up your party room 15 minutes before the start time of the program. Check in with the front desk when you arrive for more instructions!

**\*Please be advised that the following are NOT permitted: balloons, sparklers, items that need to be pinned or nailed to the wall, anything hung from the ceiling \***



# **ADDITIONAL INFORMATION**

## **WHAT TO BRING**

All decorating supplies, birthday guests will be creating a bowl with clay, so we ask that they come dressed in clothing that can get clay on it. No aprons available.

Please bring the following:

- Closed toed shoes
- Clothing you are comfortable getting messy
- Hair elastic to tie long hair back
- Food

Birthday Parties are responsible for supplying all food, cake, beverages, plates, cups, napkins and utensils. Adult supervisors will be responsible for preparing food items and cleaning up afterwards. If you choose to place an order for delivery, please note that you will be responsible for payment and delivery arrangements. Feel free to discuss amenities with the booking agent.

## **GROUP SIZE**

Maximum Party Size - 12 party participants for the clay portion. Maximum group size of 24 people including parents and siblings for the party portion.

At least 1 adult is required to stay with your group and help supervise during the party.

## **SPECIAL REQUESTS**

To help us deliver programming that works for all members of your group, please inform us if there are any special needs in the group. This could include mobility issues, medical concerns, allergies, etc.

## **FACILITY GUIDELINES**

Our facilities are shared spaces and so we ask that party guests respect the other patrons while enjoying the party.

### **PICKING UP YOUR FINISHED PIECES**

Items will need approximately 2 weeks before they can be picked up at either City Arts Centre or ACT. You will receive a phone call when they are ready to pick up. Please bring a photo ID to ensure the correct pieces go home to the Party.

## **PROGRAM CANCELLATIONS**

You are required to provide written notice of cancellation of programs via email at [artsattractionsbookings@edmonton.ca](mailto:artsattractionsbookings@edmonton.ca) Programs canceled with 30 days or more

**notice will not be charged the program fee or cancellation fee. Cancellations with 8-29 days notice are subject to a fee of 50% of the program fee. Programs canceled with less than 8 days notice, the full program fee will be charged.**

## **FACILITY LOCATIONS**

**City Arts Centre - 10942 83 Ave**

**ACT Aquatic & Recreation Centre 2909 113 Ave**