

WCC Central Park Party Guidelines

(Please keep for your reference)

PARTY TIMING

Birthday parties are scheduled for exactly 2 1/2 hours, from setup to clean up. For example, if you rent Central Park (CP) from 12:15 to 2:45 p.m., the facility is available to you at 12:15 p.m. to set up. Our rental allows 15 minutes for set up, 2 hours for your party, and 15 minutes to clean up and exit the play land. Please remember this when sending out any invitations for your party. Often there are back-to-back parties or other church events, and the timing is important. **Please do not come earlier than your designated time slot** as our Park Rangers are preparing for your party and need that time to clean and set up. If you feel you need more time for your party, arrangements can *sometimes* be made to extend the time, with approval from the Central Park Manager.

PARTY RANGER

The WCC party staffer will be on hand to open and close CP, as well as be available during the party to answer any questions or meet any needs as spelled out in the contract. The staffer is **not** a party planner, nor will he/she be assisting in the party activities, such as cutting the cake, controlling the children, etc. Those things will be the renter's responsibility.

TABLES / SUPPLIES / FOOD

Three six-foot tables and chairs will be provided for 24 children. Children need to be seated at the tables on the tiled area when food is served; no more than 24 children are permitted at a party. There are several larger chairs for adults around the perimeter of the facility. We do not provide additional tables, but folks may bring in one additional table from home if they feel it is needed for food and/or gifts.

Renter will be provided with appropriate sticky-tack/fixatives for decorations by the CP park ranger on duty during the party. No foil confetti, tape, nails, staples or other attachments brought in by parents may be used in CP.

Food and non-alcoholic drinks can be brought in and eaten at the tables on the **tiled floor only**. Food is not to be taken into the play land tunnels or rock wall area. This will be enforced by the CP park ranger on duty. Please help us to keep our facility clean and well maintained. **No Sternos** (cans of fuel that are lit and used to heat chaffing dishes) are permitted in Central Park due to the dangers of unattended open flames around children.

A refrigerator/freezer is located within Central Park to keep drinks, and ice cream cold. Renter is to bring their own supplies for the party to serve food, etc. We do not provide tablecloths, cups, plates, napkins, ice cream scoops, serving utensils, lighters for candles, etc, so please remember all such items for your event.

RESTRICTIONS

Party guests must stay in CP only. They are not permitted anywhere else in the church. If you require additional facilities for your party, please visit **wchurch.life** and scroll down to "*Private Event Room Reservation Form*" to make arrangements.

No outside appliances or cooking apparatus (ie. crockpots, popcorn popper, cotton candy machine, etc.) can be used in CP without *prior approval*.

WCC is a non-smoking facility. No smoking or alcoholic beverages are permitted on church property.

No silly string, GLITTER, squirt guns or water balloons are permitted in CP. Renters who plan to bring play equipment, other than board games, etc., to CP during the party must get approval from the CP coordinator prior to the party. Piñatas are fine, as long as they are used over the tiled area and tied to a broomstick held aloft by an adult; hanging a piñata from any fixture in CP is not permitted.

Children are not permitted to climb on the outside of the play equipment. This should be enforced by the parents and will be enforced by the party staffer on duty.

ACTIVITY GUIDELINES

Shoes must be removed, and **socks must be worn at all times while on the play equipment.** Please bring some extra pairs from home if you think your guests might forget.

Appropriate language and behavior are expected of children and adults at all times in CP.

PAYMENT / REFUND POLICY

Payment in full (\$125) is required when reserving your party. We understand your circumstances may change and we will provide a full refund if cancellation is within 45 days of scheduling your party and prior to the 20th of the month prior to your party. After 45 days or after the 20th of the month prior to your party, you will receive a partial refund of \$90.

ASSUMPTION OF RISK, RELEASE, AND WAIVER OF LIABILITY

All children who will be playing in CP are required to have a parent signed liability waiver on file before entering CP. You can find the link to that waiver on our CP website and social media pages (Facebook and Instagram). *Please link the waiver in party invitations or direct parents of party participants to one of the above-mentioned locations.*

AT THE END OF THE PARTY, THE RENTER IS EXPECTED TO:

- Put all trash in trash cans within Central Park
- Remove all party materials
- See that all party guests and adults are cleared out of CP and the building **by the end of the rental period.** Any child waiting for a parent must be supervised at the exit doors of the church building until his/her parent arrives.

Thank you again for choosing our facility for your event. If you should have additional questions, please feel free to contact me directly.

Contact Information

Angie Biniker

centralpark@westervillechristian.org

(614) 374-7111