

**Please give a copy of this form to the person reserving the Party.
Keep one copy of this form in our File.**

**NOTE: ALL BIRTHDAY PARTIES MUST BE RECONFIRMED AT LEAST
TWO DAYS PRIOR TO THE PARTY**

**CANADA SOUTH SCIENCE CITY
Birthday Party Reservation Form**

Date Reservation was taken: _____

Staff Person who made the reservation: _____

Birthday Party Information

Name of Person who reserved the party _____

Telephone Number: _____ Email Address: _____

Date of Birthday Party: _____

Time of Birthday Party: From: _____ To: _____

Name of Birthday Child (First and Last Name) _____

Age of Birthday Child: _____ years

How many children expected to attend the party: _____

**Prices: \$10. per child with a minimum of 10 children. A \$30. rental and
maintenance fee is required at time of booking.**

I, _____ have read and agreed to the Café Rental
Terms and Conditions.

Date: _____ Signature: _____

\$30. Deposit: Paid _____ Still Owing: _____

Science City Staff Signature: _____

CANADA SOUTH SCIENCE CITY
Terms and Conditions of Café Rentals

1. All events must be booked at least two weeks in advance.
2. Catering for all events is the responsibility of the Occupant unless other arrangements have been made with Science City Staff.
3. Use of The Tide Pool Café allows access to the refrigerator (small freezer), stove, larger beverage cooler and coffee maker.
4. Occupants must provide their own utensils, paper cups, plates, napkins, etc.
5. Occupants may purchase beverages, bottled water and snacks from the Science City Café at regular prices if they wish to do so.
6. A \$30. rental and maintenance fee is required at time of booking. You will be invoiced on the day of your event and full payment is due on the day of your event. Your rental and maintenance fee is refundable with a 7 day notice of cancellation.
7. Science City accepts cash, Interac, Visa and MasterCard.
8. The fee for birthday parties is \$10. per child. We request two supervising adults for every 10 children. Any additional adults (over the ratio) will be charged \$6.
9. Children 16 years of age and under must be supervised at all times.
10. All birthday parties held in the Tide Pool Café are a maximum of 3 hours in duration.
11. The use of commercial videos or DVD's is prohibited by law. Science City reserves the right to request information regarding any video or DVD to be shown on Science City property.
12. The person who signs the Reservation Agreement is responsible for any damages to Science City property and/or exhibits that may occur during the event.
13. No alcohol is permitted on Canada South Science City property without a signed LCBO temporary permit openly displayed on the premises.
14. Flammables are prohibited on Science City property.

The Staff and Volunteers of Canada South Science City will endeavour to make your event as pleasant and enjoyable as possible. Should you require any additional information regarding your Science City, please contact our Administration Office at 973-3667.