



Town of Bradford West Gwillimbury
BWG Leisure Centre
 471 West Park Ave., Bradford, Ontario, L3Z 0J3

Telephone: 905-775-PLAY (7529)
 Fax: 905-778-4358

www.townofbwg.com



www.bwgleisurecentre.ca

Birthday Party Request Form

Today's Date: _____

Contact Name: _____ Account set-up: YES NO*

Phone: _____ E-mail: _____

Name of Birthday Child: _____ Age: _____

Gym

- Kinder Play
- Sports Party

Swim

- Package #1
- Package #2

Skate

- Leisure Skate
- Private Skating Party

Date Requesting: _____

Gymnasium parties are booked on Saturday or Sunday at 1:30pm or 4:00pm and in the months of July & August at 2:30pm only.

Swimming birthday parties are booking on Saturdays starting at 3:00pm.

Skating birthday parties will be based on ice and room availability.

Please note: Birthday Party Package booking requests must be submitted at least 2 weeks prior to date requested in order to allow adequate time for processing.

Number of children expected: _____ Number of adults expected: _____

Room Set-up Requests:

Birthday Party Cancellation Policy: Please note that cancellation must be in writing and received by the Leisure Centre staff 7 days or more prior to booking date. You will be refunded minus a \$25.00 Administration Fee. No refunds if cancellation is less than 7 days prior to booking date.

All personal information on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and *Municipal Act, 2001* and will be used for the purposes of birthday party requests. Questions regarding this collection may be directed to the Manager of Recreation & Client Services, Leisure Services, 471 West Park Avenue, Bradford, ON, L3Z 0S3, 905-775-7529.

**If you do not already have an account set-up please complete an Account Creation Form at the Customer Service Desk.*

Office Use:

- | | | | |
|--|--|--|---------------------------|
| <input type="checkbox"/> Booked & paid | <input type="checkbox"/> E-mail Operations | <input type="checkbox"/> Follow-up | Rental # _____ |
| <input type="checkbox"/> Contract e-mailed | <input type="checkbox"/> Contract signed | <input type="checkbox"/> Statistics | |
| <input type="checkbox"/> Contact staff | <input type="checkbox"/> Detail confirmation | <input type="checkbox"/> Complete permit | Form # 5100-064 (01/2015) |