



**BGC Thunder Bay  
Windsor Facility Birthday Party  
Rental Policy**  
(Effective January 1, 2025)



**Booking Policy and Fee Structure**

Reservations may only be made in person Monday – Thursday during listed office hours. **Parties must be paid in full at the time of booking and are nonrefundable unless BGC Thunder Bay is able to rebook your time slot (fees will apply). A Party Rental Request form and Liability Waiver signed by the person responsible for the rental is required to secure the time slot requested.** All fees include rental of the gym for 2 hours, use of tables and chairs, set up of inflatable, supervision of party participants on inflatable, access to sporting equipment (balls, floor hockey, etc.), and clean up. Dates and times may be rescheduled at the discretion of BGC Thunder Bay. **\*\*Any changes or additions to your party booking must be requested more than two weeks prior to your party date\*\***

**Number of guests**

The number of participants shall be limited to 25 for all basic rentals (this does not include parents). Rentals that include more than 1 apparatus shall be limited to 35 participants. Larger numbers of participants will require extra staff for an additional fee. Tables and chairs may be set up for parents and non-participants.

**Main Rentals - \$300.00 (choose any 1 of the following)**

Rainbow Run Inflatable or Heroes in Action Bouncer

**Add Ons – \*\*only available for 11:00 and 1:30 parties\*\***

Add a second inflatable for \$85.00.

Over maximum number of participants – individual quote at time of booking.

**Available Food**

16" x 12" Panormous Pizza from Pizza Hut - \$25

10" round 3 topping Gluten Free Pizza from Pizza Hut - \$13



**Time in / Time out**

Party times: Saturday and Sunday 11:00 to 1:00, 1:30 to 3:30, 4:00 to 6:00 and 6:30 to 8:30

The rental group will be allowed access to the gym 20 minutes prior to rental for set up. Inflatable devices will be shut down 10 minutes prior to party conclusion. The rental group must exit the facility with all belongings no more than 10 minutes after party conclusion.

**Access to Area(s)**

**All groups must enter and exit the building through the Windsor Street main doors only.**

Rental groups shall have access to the gym and bathroom facilities only. Kitchen access may be included in rental contract. Food and drink storage may be arranged at the time of booking. No cooking food in the gym at any time. Coffee urns are allowed. There will be no access to any other areas of the Club at any time. **NO SMOKING IS ALLOWED ON FACILITY GROUNDS.** Smokers may only smoke on City property (sidewalk).

**Set up and clean up**

BGC staff will clean up after your party. It is expected that parents will monitor party goers and not allow excess mess to occur. Staff members' main responsibilities will be focused on partygoers having a safe and fun experience. Apparatus may have to be shut down if the staff is required to constantly clean up excess mess or parties may be required to end early to allow staff enough time to clean and prepare for the next rental. **ONLY GREEN AND BLUE PAINTERS TAPE MAY BE USED TO HANG ANY DECORATIONS. NO OUTDOOR FOOTWEAR IS ALLOWED IN THE GYM. NO SILLY STRING, CONFETTI, RICE, SPARKLERS, OR FACE PAINTING ARE ALLOWED IN THE FACILITY.**



**Supervision**

All BGC Thunder Bay staff are first aid certified. Boys & Girls Club staff shall be responsible for the supervision of participants on any inflatable device. Party hosts are responsible for supervision at all other times including but not limited to eating, bathrooms and any other time.

**Member specials**

Any active Member of BGC Thunder Bay shall receive a \$10.00 discount on any rental package, we must be notified prior to booking.



# BGC Thunder Bay Party Rental Request Form

Parent's Name: \_\_\_\_\_

Address with postal code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Birthday Child's Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

1st choice Date: \_\_\_\_\_ Time: \_\_\_\_\_

2nd choice Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Please indicate which bouncer(s) you would like to book:**

Inflatables - Rainbow Run \_\_\_\_ Heroes Bouncer \_\_\_\_

**\*\*Additional bouncer is only available during the 11:00 and 1:30 parties\*\***

Access to Kitchen for Storage \_\_\_\_

Access to Kitchen for Cooking \_\_\_\_

**FOOD**

**16" x 12" Panormous Pizza from Pizza Hut, \$25 each**

**(includes tax and delivery)**

\_\_\_\_ Pizzas - Toppings \_\_\_\_\_

\_\_\_\_ Pizzas - Toppings \_\_\_\_\_

\_\_\_\_ Pizzas - Toppings \_\_\_\_\_

**10" Gluten Free 3 Topping Pizza from Pizza Hut, \$13 each**

\_\_\_\_ Pizzas - Toppings \_\_\_\_\_

First Inflatable \$300  
Add a second inflatable for \$85  
(add ons only available for 11:00  
and 1:30pm parties)

**\*\*If you decide to CHANGE or  
ADD to your party, you  
must notify us at least  
TWO WEEKS PRIOR  
to the party date\*\***

REMEMBER  
ALL INFLATABLES  
WILL BE SHUT OFF  
10 MINUTES PRIOR TO  
YOUR PARTY'S  
CONCLUSION

**ONLY GREEN AND BLUE PAINTERS TAPE MAY BE USED TO HANG ANY DECORATIONS. NO OUTDOOR FOOTWEAR IS ALLOWED IN THE GYM. NO SILLY STRING, CONFETTI, RICE, SPARKLERS, OR FACE PAINTING ARE ALLOWED IN THE FACILITY.**

**All Parties run 2 hours in length. Bring your own food, decorations and cake.**

Date & Time of Rental \_\_\_\_\_

Receipt # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Requests \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OFFICE USE ONLY**



## BGC Thunder Bay Birthday Party Policies

1. **FULL** payment is required at the time of booking.
2. Cash, Interac, Visa and MasterCard only. No cheques please.
3. Any changes or additions to your party must be made at least 2 weeks prior to the party date.
4. Parties are booked on Saturday and Sunday only and are 2 hours in length. **Inflatable devices will be shut down 10 minutes prior to party conclusion.**
5. No party shall be considered booked until full payment is received by BGC Thunder Bay. **Refunds for cancellations will only be issued if BGC Thunder Bay is able to rebook your time slot. There will be a \$25 administration fee for all cancellations.**
6. Party hosts shall have access to the gym up to 20 minutes prior to party times. Guests should arrive no more than 10 minutes prior to the start of the party and PARTY HOSTS AGREE THAT ALL PARTY GOERS EXIT THE FACILITY NO MORE THAN 10 MINUTES AFTER THE CONCLUSION OF THEIR 2 HOUR RENTAL.
7. All children should be picked up promptly at the end of the party. The host is responsible for all children associated with their party rental. BGC Thunder Bay are not responsible for ensuring that participants are picked up.
8. BGC Thunder Bay is not responsible for lost, stolen or damaged personal items.
9. **Rental groups should note that tobacco use is not allowed on facility grounds.** City of Thunder Bay bylaw # 052-2010.
10. Rental groups shall be financially accountable for any unforeseen expenses incurred by BGC Thunder Bay resulting from misuse or negligence on the part of the rental group and/or guest.
11. BGC Thunder Bay shall have the right to suspend any rental for any reason.

### WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in this program you will be waiving and releasing all claims arising out of this program. In consideration of BGC Thunder Bay sponsoring and providing the above program and accepting me as a participant in the above program, I agree as follows:

#### Waiver and Release of Claims for Injury

I hereby agree to, and do waive, release and relinquish all claims of every kind, known and unknown, present and future, that I may have against BGC Thunder Bay, and their officers, agents, servants and employees, arising out of, connected with, or in any way related to, the rental or my participation therein.

#### Indemnity and Defense

I hereby further agree to indemnify and hold harmless and defend BGC Thunder Bay and their officers, agents, servants and employees from any and all claims of every kind, known and unknown, present and future, that I may have arising out of, connected with, or in any way related to the rental or my participation therein. I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If rental is via email, your email signature shall substitute for and have the same legal effect as an original form signature.

**I acknowledge that I have read the policies on this form. I understand and accept the conditions stated.**

Signature \_\_\_\_\_ Date \_\_\_\_\_