

Birthday Party Event Manual

Welcome

Thank you for choosing the East Elgin Community Complex (EECC) for your child's birthday celebration! This guide will walk you through everything you need to know to plan and host a fun, safe, and successful party.

1. Party Overview

Your birthday party package includes:

- Up to 10 participants (including the birthday child)
- A 2.5-hour party time slot
- Cupcakes, chips, and balloons
- A birthday banner and decorations

Package Options

- \$150 – Non-Skating Party
- \$190 – Skating Party

Party Style Options

You may choose to:

- Run the party yourself, or
- Work with the Community Recreation & Culture Programmer to help plan a theme, games, and activities

2. Booking Your Party

To book your party, you will be asked through our website request form to provide:

Contact Information

- Primary contact (parent/guardian/organizer)
- Secondary/emergency contact



Party Details

- Birthday child's name and age
- Preferred date and time
- Alternate date and time
- Number of participants (maximum 10)

3. Choosing Your Location

Your party location will depend on the package selected:

Skating Parties

- Held at East Elgin Community Complex
- Includes access to the Blue Line Room

Non-Skating Parties

May be held at:

- Old Town Hall Theatre
- Bandshell Meeting Room & Palmer Park (outdoor, weather permitting)

4. Planning Your Party

Step 1: Choose a Theme (Optional)

Pick a theme based on your child's interests and age.

Examples include:

- Sports or active games
- Superheroes or princesses
- Pirates or treasure hunts
- Dance or glow party
- Outdoor adventure or picnic

Step 2: Decide How to Run Your Party

Self-Run Party

- You plan games and activities
- You bring any additional approved supplies
- You guide the flow of the party

Staff-Supported Party

- Work with staff to:
 - Develop a theme
 - Plan activities
 - Structure your party schedule

Step 3: Plan Your Activities

Ensure activities are:

- Safe and supervised
- Age-appropriate
- Suitable for your location

Simple activity ideas:

- Group games (tag, relays)
- Scavenger hunts
- Crafts
- Music and dancing



5. Suggested Party Schedule (2.5 Hours)

To help your party run smoothly, follow this general timeline:

- **Host's Arrival (30 minutes prior to start time)**
Birthday Child & Parents/Guardians to arrive & set up any additional items they are providing
- **Guest Arrival (15–20 minutes)**
Guests arrive and get settled
- **Activities / Skating (60–75 minutes)**
Structured games or ice time
- **Food & Celebration (30 minutes)**
Cupcakes, snacks, and birthday celebration
- **Free Play / Wind Down (20–30 minutes)**
Relaxed activities or social time
- **Clean-Up & Departure (10–15 minutes)**

6. Food & Dietary Information

- Cupcakes and chips are provided
- Please inform staff of:
 - Food allergies
 - Dietary restrictions

Important:

- EECC cannot guarantee a nut-free or allergen-free environment
- Substitutions may be limited



7. Supervision Responsibilities

- At least one responsible adult must remain on-site at all times
- You are responsible for:
 - Supervising participants
 - Guiding activities *if not choosing a staff supported party*
 - Ensuring rules are followed

8. Decorations & Setup Rules

To keep our facilities safe and clean, please follow these rules:

- No open flames (no candles or sparklers)
- No confetti or glitter
- Only painter's tape may be used on walls
- All decorations must be removed at the end of your booking

9. Special Requests & Customization

- Balloon colour can be selected
- Additional requests may be submitted

All requests:

- Will be reviewed by staff
- Must follow EECC policies
- Are subject to availability



10. Day-of-Party Checklist

Before your party:

- Confirm your booking and payment
- Finalize participant numbers
- Plan activities and timeline
- Bring any approved decorations or supplies

During your party:

- Arrive on time
- Follow your schedule
- Supervise participants

After your party:

- Clean up decorations and belongings
- Leave the space as you found it

11. Policies & Acknowledgement

By booking a party, you agree to:

- Bookings are confirmed only after approval and payment
- Cancellation and rescheduling policies apply
- All guests will follow EECC rules and staff direction