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| **Municipal District of St. Stephen –** **Garcelon Civic Center** |

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| Phone: 506-466-7700 x126Events@chocolatetown.ca |

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**Party Policies:**

**Summary of Rental Conditions:**

* Party rooms rented in 4hr slots. No access available prior to the start of the booking time and you must be out at the end of the time or additional charges will apply.
* No homemade food allowed except for birthday cake/cupcakes. Food brought into the facility must be prepared in a commercial kitchen (i.e. pizza, Subway, Pita Pit, Superstore pre-made food, etc)
* For swimming, all children seven (7) years and under must be accompanied by a responsible adult, sixteen (16) and over, in the water and within arm’s reach at all times, at a ratio of two (2) children per adult. Children eight (8) to eleven (11) must be accompanied by a responsible adult at a ratio of six (6) children per adult.
* “With Sticks” slots require helmets at all times for those on the ice and bench.
* Only painters tape or 3M removable strips allowed for hanging decorations. No other options (regular tape, tacks, etc) allowed. Renters will be liable for any damage to room surfaces.
* Bouncy castles, smoke machines, hockey sticks/pucks/balls, etc are NOT allowed in the conference rooms.
* All rentals must be paid a minimum 48 hours prior to the event, or will be subject to cancellation.

Failure to comply with the above terms and conditions may result in access being denied to the pool/rink and/or party room, with no refund.

I understand the terms and conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature