



Birthday Party Package Rules

1. Deposits will be fully refunded if cleanup is acceptable, no damage is noted to the facility or equipment, and all policies have been followed. The renter must sign a rental checklist before leaving the facility in order to have the damage deposit returned. Renters exceeding the rental time are charged at 2 times the hourly rental rate, which will be deducted from the deposit.
2. Smoking and alcoholic beverages are prohibited.
3. No live amplified music, candles, or open flames allowed.
4. Adults must supervise children at all times.
5. You are responsible for returning tables and chairs to their original location. Furniture is for indoor use only.
6. All food, decorations, and supplies brought into the center for the party are to be removed. You must leave the room(s) arranged as you found them.
7. Balloons must be weighted or tied down and then removed from the building at the end of your rental.
8. All decorations must be flame-proof or fire retardant. Decorations must be applied with blue painter's tape only, and may not be hung from light fixtures, ceilings, fans, heat detectors, or emergency lights.
9. Party changes must be requested 30 days in advance. A refund is granted if the request is made at least 30 days prior to the start of the party, less a \$25 nonrefundable booking fee. There are no refunds or transfer of dates/times given with less than 30 days' notice.
10. If the building is not open at the time you reserved, verify start time on your contract, and then contact the Kirkland Parks after-hours phone, 425-864-3431. A facility attendant will be sent.