



## Goulds Recreation Association

P.O. Box 40

Goulds, NL

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### **BIRTHDAY PARTY/SHOWER RENTAL GUIDELINES at Goulds Rec Centre**

(Updated April 1<sup>st</sup>, 2024)

**\*\*These guidelines will be in effect for all bookings made from April 1<sup>st</sup>, 2024 going forward. Bookings that were made prior to April 1<sup>st</sup>, 2024 will have the December 2023 guidelines applied.**

**We are an ALCOHOL and SMOKE free facility. Alcohol is not permitted in our building under any circumstances.**

- The maximum number of people (adults and children combined) must not exceed 125.
- We will be following any public health measures in place by the Government of Newfoundland and Labrador. While at one of our facilities, please practice good hygiene
  - wash your hands often with soap/water or hand sanitizer for at least 20 seconds.
  - Practice proper cough and sneeze etiquette
  - Please do not enter our facility if you have COVID or other respiratory illnesses. We also recommend wearing a mask should you be less than 10 days since having COVID or other respiratory illnesses
- Our staff will continue to frequently clean and disinfect high-touch areas, as well as equipment when required. Washrooms will be sanitized/clean prior to and after rental time by staff.
- Hand sanitizer is available for use as you enter the building.
  
- 3<sup>rd</sup> party vendors (ie. bouncy castle companies, face painters, etc) are permitted. Renters **MUST** inform us if a 3<sup>rd</sup> party vendor will be at the rental, as we will need to ensure they have insurance in place. A 3<sup>rd</sup> party vendor will not be permitted in/on our facilities without the proper insurance in place. This can take some time to receive. The more notice you provide us, the more likely we will not run into any issues.
  
- The Centre's designated birthday equipment will be available (must be age appropriate). Some of our equipment cannot be used by renters for safety reasons. The staff on site will be able to let you know what can and cannot be used. Renters are not permitted to take out equipment on their own. They must have the staff person with them.
- renters and guests are not permitted in the equipment/multipurpose room, or any of the three office areas.
- the majority of our birthday equipment (toddler equipment) will be removed from the Facility from mid June to the end of August. Therefore, will not be available during rentals at that time.
  
- No access to kitchen utensils with rental (you will need to bring your own), but the use of oven/stovetop and fridge is available.
- Tables and chairs can be setup. When putting away, tables and chairs have to go in their room in a certain way. It is best to have the staff person take the lead on this one! We have 81 chairs in our building.
  
- **CONFETTI** is not permitted to be used during a rental. This is extremely difficult to clean up.
  
- at least 15- 30 minutes prior to the end of your booking, start to think about cleaning up. Staff can come out and start the process of cleaning up as you are cluing up your rental. All garbage must be placed in the bins provided, all decorations, left over food, etc. needs to be removed from the building or thrown in the garbage's provided. Space must be cleaned and look like it did when you arrived. Renters are expected to clean up after their rental. Staff will be there to assist you.
  
- Gym can be divided, with different activities on each side (patrons are not permitted to tug on curtain divider or run around it).
  
- Items included in rental price include tables, chairs, some equipment, mats. **We do not allow personal inflatables.**
- Decorations are permitted. However, if placing decorations on walls, it must be done with painter's tape or sticky tac. Regular tape, thumb tacks, etc. are not permitted. Most people bring in weighted helium balloons on the tables and festive tablecloths.

**All bookings are generally 2 hours in total**

Rental fee: \$100+tax for 2 hours. If you require more time: \$45+tax for each additional hour.

A \$25 non-refundable deposit must be made upon booking by EMT to [gouldsrecreg@gmail.com](mailto:gouldsrecreg@gmail.com). Please ensure to type your rental date and time in the message section. This deposit is to hold your rental slot.

Full Rental fees are required to be paid 2 weeks prior to rental date by EMT to [gouldsrecreg@gmail.com](mailto:gouldsrecreg@gmail.com). Please ensure to type your rental date and time in the message section of the transfer. The \$25 non-refundable deposit will go towards your total rental fee. There will be no refund of rental fees with less than 2-week notice. Refunds with more than 2-week notice can be given, with a \$15 administration fee applied. Please remember the \$25 deposit is non-refundable and will not be included in your refund request.

A time/damage deposit is required. The amount will be 50% of your total rental cost (before taxes). Upon arrival a staff person will walk through the building with you and you both will sign off on the check list. At the end of the rental, another walk through will take place, with both the staff and renter signing off. The time/damage deposit will not be refunded if there is damage to the equipment or building, if we need to call in our maintenance worker, other outside maintenance workers (ie. plumber) or the staff have to stay longer to clean as a result of your rental. Should there be no issues, your time/damage deposit will be refunded within 2 business days by EMT to the email address that the deposit was paid from.

**ACCESS TO BUILDING**

You (renter) can access the building 15 mins before your scheduled start time to give you the opportunity to set up. You (renter) can stay until 15 minutes after scheduled end time to give you the opportunity to remove your belongings from the building. **Staff are not required to have the building opened for you until 15 minutes prior to your booked time. Renters are expected to leave promptly on time.**

*If you require further clarification on anything noted above, please email [gouldsrecinfo@gmail.com](mailto:gouldsrecinfo@gmail.com) or give us a call at 745-7575. The above guidelines, will be strictly enforced. We ask that you respect the staff person on site, as they are simply doing their job.*

**\*\*PLEASE NOTE: the above guidelines can change with minimal notification due to changing public health measures and other matters.\*\***