



**NORTH KIRKLAND COMMUNITY CENTER BIRTHDAY PARTY PACKAGE**  
**AGES 5 & UNDER**  
**Maximum 15 children**

**GENERAL PROVISIONS**

1. The Birthday Party Package fee is \$140 for City of Kirkland residents / \$168 for non-residents with a \$100 Damage Deposit and is 2 hours total, including your set-up and clean-up. Available time is Saturday 11:30am-1:30pm. The first hour of the party is in the multipurpose room with our Indoor Playground toys which are set up and put away by our Recreation Facility Attendant. The second hour is in the classroom (maximum 35 people by fire code) which has a refrigerator, small freezer, sink, and microwave oven. You supply all food, refreshments, and decorations for your party. We suggest you keep the party simple.
2. Smoking and alcoholic beverages are strictly prohibited. No live amplified music, candles, or open flames allowed. Adults must supervise children at all times.
3. **No changes to birthday party hours or dates are allowed less than 5 business days prior to the rental date. Refund policy: A refund is granted if the request is made at least five (5) business days prior to the start of the party, less a \$10 administrative fee. There are no refunds or transfer of dates/times given with less than five business days notice.**
4. **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 1 ½ times the hourly rental rate, which will be deducted from the deposit.**
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. PLEASE – balloons must be weighted or tied down and then removed from the building at the end of your rental.
7. All decorations must be flame-proof or fire retardant. Decorations must be applied with masking tape only, and may not be hung from light fixtures, ceilings, fans, heat detectors, or emergency lights.
8. 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.