



## PARTY GUIDELINES

Thank you for booking your party with Ace Space

To ensure your child's party runs smoothly and to provide a birthday party that he or she will never forget, we have put together this information sheet for your benefit.

- Please ask guests to be dropped off 10 minutes before party time and picked up 10 minutes before end.
- We recommend a party duration of approximately 2 hours.
- Due to following bookings, use of the party rooms is strictly 1½ hours. To enable us to clean and reset the party room, we ask you to move to the café area.
- Due to Health Regulations children must wear socks.
- Siblings of the party guests must pay entry fee to play.
- A list of party guests & final numbers must be confirmed and paid for two days before the party (7 days if paying by cheque).
- At least 2 hours notice of a non attending child must be given to obtain a full refund.
- If 2 rooms are booked a minimum of 20 children to be paid for.
- Ace Space party food caters for children only. Ask about our adult food platters, menu changes may occur.
- No food or drink is allowed to be bought into Ace Space.
- Deposit is non-refundable on cancelled parties.
- We are a children's entertainment centre, we hope you understand that every effort is made to cater for all children so they have a wonderful and memorable day Ace Space.
- No face painting or Piñatas allowed on premises.

Party format example:

12:00	Guest Arrive	- Play
12:30	Party Food	- Play
1:00	Birthday Cake	- Play
1:30	Move to Café	- Play