

Frequently Asked Questions

Are the options listed the only theme options?

Not at all! Our team can create activities based on almost any theme. Please provide requested themes to your party planner.

When can I get in to decorate?

The boardroom will be open 15 minutes prior to your rental time for decorating access. Any additional time will be charged at the regular rate, if rental space is available.

Can I add more time?

Yes! As long as the time is available we can add time at the regular rental rate. Any added time will include the mandatory insurance costs as well.

Can I bring my own food, drinks, and decorations?

Yes, absolutely. We ask that any decorations, food or drinks (aside from water) remain in the boardroom and out of the gymnasium. If you would like the Municipality to provide food, drinks, and/or decorations, please inquire about our add-ons.

Is pizza the only option that you offer for food?

No, it is just the most popular. If you would like to explore other options, please provide requests to your party planner. Fees will vary depending on choices made.

Can I book online?

Due to the personalization options for each party, booking online isn't an option. You can view the facility calendar online and see availability by going to www.strathroy-caradoc.ca.rentals, choosing the facility you would like to book, and selecting 'View Availability'. Popular party times are 10 a.m. – 1 p.m., 1:30 – 4:30 p.m., and 5:00 – 8:00 p.m.

How do I book?

Email recreation@strathroy-caradoc.ca with your preferred party date, budget, and any packages, activities or add-ons you would like to request.

Why is insurance automatically added?

This insurance protects the renter as well as the Municipality from liability claims that may occur during the time of your party. If a group provides proof of their own liability insurance that meets the party/event requirements, with the Municipality of Strathroy-Caradoc named as a third-party insured, this fee can be waived.

How much do I have to pay and when?

A non-refundable \$100 deposit is due at the time of booking. The full amount must be paid 2 weeks prior to the event date.

All other inquiries, please call: (519) 245-1070

Cancellation Policy

Postponement to an available date with minimal 3 business day notice:

No added fee.

More than 2 weeks notice:

Non-refundable \$100 will be withheld along with any amount spent on decor purchases for the party. The rest will be refunded directly to the renter.

2 weeks to 3 business days prior notice:

Non-Refundable \$100 will be withheld along with any amount spent on decor purchases for the party. Of the remaining amount paid, 50% will be held as a credit for future use with the other 50% being refunded directly to the client.

Example: Themed party with decorations (approx. \$500).

Non-refundable amount: \$100 plus \$50 spent on decor, totalling \$150.

Of the remaining \$350, \$175 (50%) will be held as a credit for future use, with the other \$175 (50%) refunded directly to the customer.

2 business days or less notice:

No refund unless deemed an emergency by Community Services Staff Member.



Party Packages!

Community Services Department

Phone:
519-245-1070
Email:
recreation@strathroy-caradoc.ca



Contact us for **party planning** made easy!



Our packages offer something fun for **everyone!**

Choose your package, theme, activities, and custom add-ons for a fun birthday party, special family reunion, or unique corporate event.

How to book?

For booking inquiries please call: **519-245-1070**

Facility Availability

To view available facility rentals, visit us online at **www.strathroy-caradoc.ca/rentals**

Please book at least **2 weeks** in advance to ensure a quality booking experience. All dates are subject to availability. A non-refundable \$100 must be paid at the time of booking. Full payment is due 2 weeks prior to the party.

Our Parties

We offer Basic, Themed, or Custom/ Corporate parties!

Each package includes activities in the WMMC* Gym with equipment, 3 hours in the WMMC* Boardroom, insurance coverage, and tables and chairs set up for guests.



Upgrade to a *Themed Party!*

We offer a large list of themed parties! Some of our popular **party themes** include:

Mario

Wizarding School

Superhero

Royalty



* *West Middlesex Memorial Centre*

Sample Theme Party:

Superhero

- 2 hours in the WMMC Gym
- Superhero Training Activity
- Costumed Staff
- Personalized Superhero Training Certificates
- Bounce House
- Goodie Bags
- Decorations



Other party themes include Sailor Moon, Pokemon, Fortnite, Dinosaurs, Paw Patrol, and many more!

If you have an idea, **let us know!** We can program activities to fit your theme.

Party Add-ons!

We offer many options to take your party to the next level! Some of our add-ons include:

Activity Add-ons

- Bounce House
- Bubble Soccer
- Archery Tag
- Laser Tag
- Escape Room
- Arts and Crafts



Food/Decor Add-ons

- Cake
- Pizza
- Piñata
- Goodie Bags
- Table Settings
- Decorations