



## **Our tips on how to have a GREAT PARTY**

### **Party Invites:**

- Our location is 13 Union Street East Balmain, behind the pub.
- We suggest your party times are either 10.30am-12.30pm **or** 2.30pm-4.30pm, that way you have a half hour either side to set-up & clean-up
- Explain parking is limited and Union Street is single access with limited parking
- To locate the centre quickly – look for the blue directional sign in the lane
- If you want to make your own invites, consider using the art room – using your child's handprint or one of their paintings
- Let your guests know there's no alcohol allowed so as to avoid any possible embarrassment on their behalf

### **Party Food....Keep It Simple!**

- You have access to a microwave in the kitchen for anything you wish to bring from home and reheat along with a small bar fridge.
- Kids food could include fairy bread, fruit sticks/platter, mixed lollies
- Adults food could include a cheese platter &/or scones with cream & jam
- You may wish to do a sausage sizzle on the electric BBQ (refer to the guide)
- If your guests want coffee you can ring in an order to the cafe across the street
- Keep party bags simple too: 1 treat plus 1 small toy (k-mart or cheapo variety shops are great for \$1-\$3 plastic animals for example)
- Drinks in poppers for kids and bottle of sparking water/water for adults with cups

### **Other Stuff:**

- Write your child's name on the big blackboard!
- If it has been a windy night, you might find a few leaves lying around the place. There are plenty of rakes and brooms behind the art cottage - gate next to the swings. It will only take a few minutes to sweep up.
- If it rains you can divide the kids into 2 groups & bring half to the craft room for some painting fun while the other half play in the larger cottage & then swap them around
- Depending on age of the kids, you might want to play 'pass the parcel', easiest party game ever! Get some toys from the \$2 or variety shop or some lollies, make sure you have extra for any kids you've forgotten to count or for siblings (use your phone for music)

### **Don't Forget...:**

- Camera
- a knife, matches & birthday candles for the cake
- plastic table clothes for the round table
- Plastic throw or cloth to cover the food before you want guests to indulge as the birds can be cheeky
- Large Bin/Rubbish bags you can tie to the fence
- Paper towels, napkins
- Plastic cutlery, plates & cups
- Glad wrap or plastic containers to bring left-overs home in
- A washing basket to put all the gifts in



**Here are some further details to assist you :**

### **Kitchen**

The kitchen located in the back building near the artroom is stocked with coffee, tea, sugar – bring MILK. Please help yourself to a cup of tea or coffee whilst at the centre. Please take responsibility for keeping the kitchen area clean and dispose of the milk when it is past its use by date. A microwave is also available for heating up of food and bottles.

### **Safety**

The safety of all the users of the play centre is vital. **THE GATE IN UNION STREET MUST BE KEPT SHUT AT ALL TIMES** even if you have parked outside the gate and are just popping in and out with items for your child. Someone else's child could get out and be injured.

### **Cleaning**

We employ a maintenance worker for the grounds weekly and someone to do some basic cleaning (floors, toilet, kitchen) every week. However, **cleaning remains the role of all members**. i.e. everyone does a little bit of something. This means cleaning your own cups, picking up rubbish, washing and returning all art/craft supplies and equipment, sweeping or vacuuming if you think the play centre requires it.

### **Parking**

Please be considerate and ultra cautious if driving down Union Street. It is a no standing zone as it is far too narrow to park in. This means under no circumstances do you park along the wooden boundary play centre fence. You may use the parking bays opposite the gate and in the car park below but do not block any arriving or leaving traffic. If at all possible do not drive down Union Street at all. If walking to the centre, walk down the lane, which does not carry car traffic.

Please ensure every window/door/shed is locked when you leave.

Biggest Tip:

**HAVE HEAPS OF FUN!!!**

Contact : [parties@lnsp.com.au](mailto:parties@lnsp.com.au)

Our Terms & Conditions and guides on how to use the BBQ can be found on [www.lnsp.com.au](http://www.lnsp.com.au)