



BIRTHDAY PARTY TERMS & CONDITIONS

DATE OF PARTY:	TIME OF PARTY :
PARENTS NAME:	CHILD'S NAME:
MOBILE PHONE NUMBER:	CHILD'S AGE:

TERMS & CONDITIONS

- The \$50 nonrefundable is paid upon receiving the generated Invoice that has been sent to you upon Booking through the website
- The \$50 deposit is nonrefundable if the Party is cancelled
- All Booking Forms have been signed and read prior to your Party date and returned no more than 7 days after you have had your Confirmation email sent to you via the website
- The final balance must be paid by the due date stated on the Invoice
- By signing the Terms & Conditions Form, it is Confirmation that you agree to abide by the Terms and Conditions outlined above and on the Birthday Party Booking Form.

I _____ agree and acknowledge that I have read and understood the above Terms & Conditions and also abide by the Birthday Party Timetable.

Signature: _____

Date: _____



BIRTHDAY PARTY BOOKING FORM

Booking date: _____

Time of Party: Please circle 10.00-12.00 12.30-2.30 3.00-5.00

Parents name: _____

Email address : _____

Child's name: _____

Age birthday child is turning: _____

Number of children attending party: _____

Please note that if numbers are more than 12 children, we require another coach to assist for safety purposes. Final numbers need to be in the 2 weeks prior to your Birthday Party date.

If you would like any activities, circuits or games run during your session please state here: (If nothing is specified then this 1-hour session will run as free play, with coach supervision)

Signature: _____ Date: _____

PROCEDURES

- Host family can arrive 15 minutes prior to decorate the party room and greet their guests in the kitchen area. They coach will then call everyone down onto the floor
- Children should wear gym clothes (active wear) and will have bare feet during their gym time.
- Shorts and t shirts are fine and long hair should be tied back
- Please make sure that guests are advised of what to wear to the Party. **NO zips, buckles, belts, buttons, skirts, or jeans**
- **ONLY** the children that are invited to the Party can be on the gym floor
- Adults are to watch, and we have seats available for them on the grandstand area
- You provide the Birthday Cake, Party Food and Drinks. The kitchen has a stove, microwave and fridge freezer and dishwasher that you can use. However, no frying is permitted. We also have a jug, crockery, and utensils you can use
- You will need to bring your own milk, tea, coffee, and sugar and your own tea towels, dish cloths. Please bring your own rubbish bags as you will need to take your rubbish with you when you vacate the premises
- The Party room/kitchen will need to be cleared and tidied prior to the end of your allocated booking time. This needs to be done while the children are having their last 15 minutes play on the gym floor
- This includes wiping down the tables and benches, sweeping the lino and mopping. A broom and vacuum are available to use and will be in the hallway outside the kitchen door into the gym
- Please be considerate of the next party's arrival which is 15 minutes after your allocated time slot e.g. 12.15 and 2.45
- **NOTE** that if the party room is not left tidy, there will be a **\$50 clean up fee** Invoiced to you
- All children under the age of 5 years must be accompanied by an adult on the gym floor
- Please inform parents that when they are dropping off their children that they should arrive 10 minutes before the party's scheduled end of time to pick them up. This means that you will be able to leave on time and not go over your allocated time slot
- Make sure that other children do not go onto the gym floor when parents are picking up their children
- **NO** drinks or food are allowed on the gym floor
- You are welcome to come and view the Party room before you book. Please get in contact with the Office
- **NO** Alcohol is to be consumed on our premises
- Our building and grounds are Smoke Free and therefore smoking is not permitted

PARTY 10.00 TO 12.00

- 9.45 TO 10.00 ① Arrive to set up in the kitchen
- 10.00 TO 11.00 ① Party kids can come down on the floor once they have been asked to by the Coach
- 11.00 TO 11.30/45 ① Up in the kitchen having your Party
② No one is allowed back down on the floor in that time
③ Make sure that nonparty goers do not go down on the floor to play or you will be charged
- 11.30/45 TO 12.00 ① Back down on the floor having your final play
② Parents should be arriving to collect their children promptly at 12.30
- 11.45 TO 12.00 ① In this time, you are expected to be cleaning up and getting ready to leave
② This includes vacuuming the floor and taking your rubbish with you
- 12.15 ① You should have vacated the premises by now
② Other Party is in to set up

PARTY 12.30 TO 2.30

- 12.15 TO 12.30 ① Arrive to set up in the kitchen
- 12.30 TO 1.30 ① Party kids can come down on the floor once they have been asked to by the Coach
- 1.30 TO 2.00/15 ① Up in the kitchen having your Party
② No one is allowed back down on the floor in that time
- 2.00/15 TO 2.30 ① Back down on the floor having your final play
② Parents should be arriving to collect their children promptly at 2.30
③ Make sure that nonparty goers do not go down on the floor to play or you will be charged
- 2.15 TO 2.30 ① In this time, you are expected to be cleaning up and getting ready to leave
② This includes vacuuming the floor and taking your rubbish with you
- 2.45 ① You should have vacated the premises by now
② Other Party is in to set up

PARTY 3.00 TO 5.00

- 2.45 to 3.00 ① Arrive to set up in the kitchen
- 3.00 TO 4.00 ② Party kids can come down on the floor once they have been asked to by the Coach
- 4.00 TO 4.30/45 ① Up in the kitchen having your Party
② No one is allowed back down on the floor in that time
- 4.30/45 TO 5.00 ① Back down on the floor having your final play
② Parents should be arriving to collect their children promptly at 5.00
③ Make sure that nonparty goers do not go down on the floor to play or you will be charged
- 4.45 TO 5.00 ① In this time, you are expected to be cleaning up and getting ready to leave
② This includes vacuuming the floor and taking your rubbish with you
- 5.15 ① You should have vacated the premises by now