



Birthday Party Booking Request Form

What is included in our Birthday package:

During your 2 hour party booking you will have a dedicated activity instructor

- Full use of our kitchen with a mini oven, fridges, freezer, utensils, sink and freezer.
- Large Foyer area with 2 large tables to seat kids and plenty of seating for parents. This area you can decorate or layout how you wish., It will be designated for you and your guests
 - A large speaker if you would like to bring along a birthday playlist.
 - We provide PCYC invitations in PDF format and physical copy.

It will just be you and your guests in the club at the time of your party.

*Note: participants under the age of 5 particularly 3 years and young must be individually supervised inside the gymnastics hall

A Guideline of how the party can run:

- You will have 30minutes before your scheduled party time to come in and set up the club
- Our coaches will bring the guests into the gymnasium at the party start time.

30-40 minutes Activity Time

15minutes Snack time

30 minutes Activity Time

30 minutes Birthday photo, cake time

- Within the last 10 minutes the coaches will bring the party guests back into the gymnasium to play one last game so the grown-ups can tidy and pack up the foyer area on time.



During the 30 minutes set up time we will consult with the birthday family about any activities they would like included (eg, musical chairs, obstacle course) and the schedule of activities and breaks.



TYPES OF PARTIES WE OFFER:

We offer a wide range of activities to choose from to ensure your child's birthday party is filled with lots of fun! Once we know in advance, we can incorporate a mix of activities to a party. This must be requested at least a week in advance of the scheduled party to ensure we have the correct instructors and equipment.

The main goal for each party is to ensure everyone is having fun in a safe and friendly environment.

**please note if you require a specific theme for your party, this is reflected in the decorations you provide and decorate the foyer area with. If the club is notified in advance we can try our best to have your theme reflected in the activities. Eg, Super hero theme can be incorporated into a parkour party by challenging the children to 'save the city' by learning parkour skills and movements to train to become super hero's and to 'save the city'*

Gymnastics Party:

The children will be instructed through a circuit of all our gymnastics equipment, this includes bars, beams, trampoline, air track and floor games. Any birthday guests are required to have parental supervision on this equipment.

Parkour:

Parkour is conquering various obstacle courses through freestyle movement. The children will be instructed through 2 different Parkour circuits, this activity will also incorporate floor games such as the floor is Lava and various challenges

Gymnastics & Disco:

Similar to the Gymnastics party, the children will also engage in floor based dance games with disco lights and props. This party activity is split up into 2 elements as the disco element requires the main lights to be turned off for the disco lights to be fully affective. To ensure the safety of all participants the use of trampoline and gymnastics equipment will not be allowed while the main lights are off.

Laser Tag:

The children will be instructed to carry out challenges in teams to protect their area. This involves the use of laser guns and wearing of a small laser target vest. The children will be exploring our gymnasium floor while hiding behind obstacles. The goal is to be the team/individual with the most lives left. This activity will also include floor games and challenges.

Kinder-Gym:

In our Kindergym activity the children will be introduced to the basic movements of gymnastics, there will be lots of room for freedom and exploration for all the little ones within our gymnasium. As the children are at an young age, the parents must accompany the children within the gymnasium. The coach will instruct 2 different types of obstacle courses, floor games such as musical statues and there will also be time for free play. The main goal is to ensure all participants are having fun. The minimum age for this style of party is from walking + to ensure the children get the most fun out of all our equipment.

Additional Party activities: If you have any games you would like incorporated into your party such as pass the parcel, a specific floor based game that does not require much equipment just ask the coaches on the day of your party and if it is possible they are happy to incorporate these games

Terms & Conditions

Participants are required to wear:

- Enclosed shoes and socks appropriate for a wide range of activities
- Appropriate comfortable clothing suitable for sport activities

Medical – medication, general hygiene, emergencies

- Program staff will administer basic first aid where required and PCYC NSW has the right to contact an ambulance if deemed necessary by the staff.
- If any participant requires to take medication, it is the responsibility of the hosting family to administer any medication

Booking and enrolment process

- A minimum deposit of \$100 must be paid in order to secure your date/time, the remaining amount must be paid the week of the party.
- Any additional children that participate that have not been included in the original payment must be paid for on the day.

Age Limits

- Any children under the age of 5 year particularly 3 years and younger **require parental supervision** in the gymnastics centre

Program code of conduct

- All participants must follow the rules set by PCYC NSW coaches during the program. Safety is always our priority and the rules set by the PCYC coaches reflect this.
- As discussed on booking, it is the expectation that the area is to be packed down completely by the conclusion of the 2 hour party, an additional cleaning fee of \$50 may be charged if the birthday time is exceeded

Party cancellations

- Once booked in for a party, all bookings are non – refundable, including deposit. Booking customer can be provided with 'family credit'
- A family credit booking can be used within 12 months from the date of issue, however, cannot be used to book into any program that is at full capacity. All bookings are subject to availability.

Important notes:

The birthday child must have had a membership form completed (if they are not already a member).

BOOKING IS NOT CONFIRMED UNTIL YOU HAVE PAID DEPOSIT AND RECEIVED AN EMAIL CONFIRMATION OR COMMUNICATION FROM PCYC (Glebe-Leichhardt). PLEASE ENSURE YOUR EMAIL ADDRESS ON THIS FORM IS CORRECT.

Declaration

I, _____ acknowledge that I am aware that by providing a signature I am validating that I have read and agree to the contents of the PCYC birthday package and terms and conditions listed herein. I understand I have the legal and binding authority to sign

Signature: _____

Date: ___/___/___

BOOKING FORM

<p style="text-align: center; color: blue;">Party timing options:</p> <p style="text-align: center;">Saturday: 4:00-6:00pm</p> <p style="text-align: center;">Sunday: 9:00-11:00am, 11:30-1:30pm, 2:00-4:00pm, 4:30-6:30pm</p>		<p style="text-align: center; color: blue;">Type of Activity:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Gymnastics : <input type="checkbox"/></td> <td style="width: 50%; padding: 5px;">Gymnastics & Disco: <input type="checkbox"/> Use of Gymnastics equipment, floor based dance games with disco lights and props</td> </tr> <tr> <td style="padding: 5px;">Parkour: <input type="checkbox"/></td> <td style="padding: 5px;">Laser Tag: <input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="padding: 5px; text-align: center;">Kinder-gym : Suitable from the walking age+ <input type="checkbox"/></td> </tr> </table>		Gymnastics : <input type="checkbox"/>	Gymnastics & Disco: <input type="checkbox"/> Use of Gymnastics equipment, floor based dance games with disco lights and props	Parkour: <input type="checkbox"/>	Laser Tag: <input type="checkbox"/>	Kinder-gym : Suitable from the walking age+ <input type="checkbox"/>	
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<p style="text-align: center; color: blue;">Ideal Date & Time (in order of preference)</p> <p>1. ___/___/___ : ___:___</p> <p>2. ___/___/___ : ___:___</p> <p>3. ___/___/___ : ___:___</p>		<p style="text-align: center; color: blue;">Attendees:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">< 15 Kids (\$375) <input type="checkbox"/></td> <td style="width: 25%; padding: 5px;">15-30 Kids (\$650) <input type="checkbox"/></td> <td style="width: 25%; padding: 5px;">30-45 Kids (\$850) <input type="checkbox"/></td> <td style="width: 25%; padding: 5px;">45+ Kids (\$1000) <input type="checkbox"/></td> </tr> </table>		< 15 Kids (\$375) <input type="checkbox"/>	15-30 Kids (\$650) <input type="checkbox"/>	30-45 Kids (\$850) <input type="checkbox"/>	45+ Kids (\$1000) <input type="checkbox"/>		
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<p>*Note* The number of participants includes the birthday child. It does not include the amount of adults/ guardians that will attend the party.</p>		<p style="text-align: center; color: blue;">Contact Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Parent name:</td> <td style="width: 50%; padding: 5px;">Birthday child's name:</td> </tr> <tr> <td style="padding: 5px;">Contact number:</td> <td style="padding: 5px;">PCYC Member no:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Email:</td> </tr> </table>		Parent name:	Birthday child's name:	Contact number:	PCYC Member no:	Email:	
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<p style="text-align: center; color: blue;">Notes:</p> <p>_____</p> <p>_____</p> <p>_____</p>									

BIRTHDAY PARTY PAYMENT OFFICE USE ONLY:

Office Use only:

Deposit paid: \$	Date:	Receipt no:	Staff member:
Remaining balance paid: \$	Date:	Receipt no:	Staff member:

Is the birthday child's membership valid and in date:

Please tick the box once this has been checked

Staff Signature _____
