

Birthday Party Booking Form



POLICE CITIZENS
YOUTH CLUBS NSW

BOOKING ARE NOT CONFIRMED UNTIL YOU HAVE PAID DEPOSIT AND RECEIVED AN EMAIL CONFIRMATION FROM PCYC. PLEASE ENSURE YOUR EMAIL ADDRESS ON THIS FORM IS CORRECT.

A PCYC Birthday Party package will include:

1. Dedicated party host
2. Full use of facility and appropriate equipment included, Basic tablewear and room decorations
3. Designated area for guests and refreshments
4. Event setup and clean up

Birthday Party package includes a 2 hour session with a dedicated staff member for \$300 (up to and including 12 participants).

For any additional extras you wish to add please complete the boxes below:

Booking details

_____ Birthday Child's Name	_____ D.O.B	_____ Party Date/ Time	_____ Birthday Theme
_____ Parent Name	_____ Contact Number	_____ Address	_____ Email

Standard Party Options (Monday – Saturday)

<input type="checkbox"/>	Disco Party	<input type="checkbox"/>	Laser Tag (\$100 surcharge)	<input type="checkbox"/>	Mini Monkeys	\$300 (12 kids)	A
<input type="checkbox"/>	Indoor Ball Sports	<input type="checkbox"/>	Paint & Shake (\$100 surcharge)	<input type="checkbox"/>			

Party Add on

ADD ONS	COST	QTY	AMOUNT
<input type="checkbox"/> Extra child – Additional \$10 per child	\$10		
<input type="checkbox"/> Cordial Cooler – Flavours include Red Orange Green	\$15		
<input type="checkbox"/> Kids Party Snack Platter (Cheese, crackers, fruit, lollies, chips etc) - serves 12	\$55		
<input type="checkbox"/> Extra kids party snack platter per head	\$5		
<input type="checkbox"/> Lolly Bag	\$5 each		
<input type="checkbox"/> Jumping castle	\$150		

Total Cost (A + B)
= \$

Special requests/notes:

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Office Use only:

Member Number:

<input type="checkbox"/> Deposit Paid Layby #	<input type="checkbox"/> Booked in Pos Room Scheduler Ref #	<input type="checkbox"/> Party supplies purchased	<input type="checkbox"/> Notify Manager Add to roster	<input type="checkbox"/> Confirmation email sent to parents
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A. On the day Participants are required to bring:

- Enclosed shoes appropriate for a wide range of activities
- Appropriate comfortable clothing suitable for sport activities
- Any medicines or medical equipment required (see medical notes below)

B. Medical – medication, general hygiene, emergencies

- PCYC NSW staff can only administer medications that are in the original packaging with original pharmacy label, or a script signed by a medical professional. We cannot administer medication without this information.
- 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 a participant becomes ill or is displaying signs of cold or flu like symptoms a staff member will contact parent/carer and discuss appropriate action in line with current Government COVID-19 protocols.
- In the case of an emergency, staff will directly contact the participant's emergency contacts on the membership form.
- All participants must complete a membership form for all relevant medical information

C. Booking and enrolment process

- A minimum deposit of \$100 must be paid at the time of booking to secure your date/time. The outstanding balance must be paid no later than 72 hrs before the scheduled date of the party, and numbers confirmed.
- Any additional children that participate that have not been included in the booking must be paid for on the day.
- Participant list must be provided to PCYC by no later than on the day of the party.

D. 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.
- If a participant is displaying behaviour that is not safe and appropriate for the session and the other participants, a warning will be issued to highlight the behaviour is unacceptable and will not be tolerated. Upon repeat behaviour, PCYC staff will contact the parent/carer and discuss appropriate action. If more appropriate behaviour is not displayed and this affects the safety of other participants, the child's participation will be cancelled for the remainder of the session
- Any excessive rubbish left from party will incur an additional cleaning fee of \$50

E. Party cancellations

- Bookings cancelled within 7 days of party booking date will forfeit the \$100 deposit paid. However we are able to keep the deposit on file as a family credit to use for future birthday party bookings, or activity programs.
- 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.
- No refunds given for children who do not show up on the day of the party.