

Birthday Parties



Booking Form

Childs Name: _____ **Childs Age:** _____
Parents Name: _____ **Contact Number:** _____
Email Address: _____
Party Date & Time: _____ (Only Sundays available)
Number of Children: _____

\$375 for 0-15 kids in attendance

A deposit of \$100 must be paid at time of booking.

\$650 for 16-30 kids in attendance

A deposit of \$200 must be paid at time of booking.

Add Ons:

Ice cream Cake (1 per 10 participants) - \$20

Cordial Package - \$3 per child

Lolly Bags - \$5 per child

Total Cost: _____

Full payment must be made at least 2 days prior to the party

Theme & Activity requests

Can discuss activities and themes with party host at time of enquiry

*Themes on offer - Disco, Nerf wars, Creative Arts, Ball Sports

Theme & Activities

1.1 Birthday Party Rules

- (a) Party length is 2 hours (1hr in the gymnasium, 1 hr in the party room. This can be adjusted upon request)
- (b) Party room is the only area to be decorated for theme, which is at the responsibility of the parents and needs to be packed up within 30 minutes of party end to allow for next booking)
- (c) Booking times are to be requested when enquiring and will be confirmed by the club within 7 days of enquiry
- (d) Toilets and changerooms to be used throughout party times are along side of gymnasium.
- (e) Kitchen can be used to heat up food in microwave or store cold items in fridge or freezer, however, cooking of food is not allowed.

2 Gymnasium Rules

- 2.1 No food or drink is to be consumed in the hall at any given time. There is no exception to this rule.
- 2.2 No shoes or socks are to be worn on the mats or gymnastics equipment.

3.1 On the Day

- (a) Participants are required to bring:
 - Appropriate comfortable clothing suitable for sport activities
 - Any medicines or medical equipment required (see medical notes below)

3.2 Medical - medication, general hygiene, emergencies

- (a) PCYC NSW staff can only administer medications that are in the original packaging with pharmacy label, or a script signed by a medical professional. We cannot administer medication without this information.
- (b) 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.
- (c) if participants become 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.
- (d) In case of emergency, staff will directly contact the participant's emergency contacts.

3.3 Booking and enrolment process

- (a) A minimum of \$100 must be paid in order to secure you date/time (the remaining amount must be paid within 48 hrs of the party)
- (b) Any additional children that participate that have not been included in the original payment must be paid for on the day.
- (c) Participant list must be provided to PCYC by no later than on the day of the party.

3.4 Program code of conduct

- (a) 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.
- (b) If 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 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
- (c) Any excessive rubbish left from the party will incur an additional cleaning fee of \$50

3.5 Party cancellation

- (a) Once booked for a party, all bookings are non-refundable, including deposit. Booking customer can be provided with 'family credit' to the value of the booking if valid medical certificate can be provided for the day scheduled to attend prior to the start of day (but not for change of mind)
- (b) 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.