



BIRTHDAY PARTY CONFIRMATION & POLICIES

Please review so you are aware of the expectations of the staff & facility, Troy Gymnastics, in addition to the expectations of the customer and their guests.

Parent/Guardian Last Name	Event Date	Event Time	Gym
Parent/Guardian First Name	Booking Telephone & Email	Arrival Time <i>15 minutes before party start time</i>	Party Room
Child's Name	Inflatable (add'l \$50)	Ninja Room-Ages 5+ ONLY (add'l \$50)	Table Cover Color Request <i>Please contact to make your request Cannot guarantee request</i>
Birthday Child's T-Shirt Size <i>T-shirt is complimentary for birthday child only.</i>	Opening Gifts <i>15 min less in gym</i>	Guest Count (add'l \$10 pp over 20)	Adding T-Shirts (\$5/ea) <i>2 wks notice required</i>

Final Head Count needs to be confirmed by **Friday, (1 week before party), 2017** to ensure additional staff.
 The party will only be set up by the number of guests confirmed and paid for.
Head count must include any person ages 12 months-23 years.

Final Event Details to be arranged by **Friday, (Friday before party), 2017**. This includes final guest count (children), the addition of inflatable, and table covering requests.

If the party would like to add t-shirts to their package, all sizing and color requests must be submitted **two weeks prior to the event** via email (havefun@troygymnastics.com).

Required **NON-Refundable Deposit** to reserve the party room due at scheduling: **\$160.00**

Final Payment for Remaining Balance due by **Friday, (Friday before party), 2017: \$xxx.00**
 Once this balance is paid, it is NON-REFUNDABLE. This includes guest count.

Check	Credit (V/MC)	Cash
Check # xxx	Last 4 Digits & Exp. Date	

Additional Charges may occur on your account.

Additional Children All coaches will do a head count. If the head count is over the number that was confirmed by the party, an inconvenience charge of \$15 per person will be applied to your account. Head count will include any person ages 12 months-23 years.

Overtime Charge \$50 OVERTIME CHARGE.
 Overtime charges will be applied to your account beginning 5 minutes past your allotted time & for each additional 15 minutes thereafter.

Cancellation If the family chooses to cancel their event, the deposit will remain on the account to use for another party within 12 months. After this time, the deposit will become void.

Terms & Conditions
Birthday Parties at Troy Gymnastics

1. **Family & Guest Arrival:** The family of the party may arrive **no earlier** than 15-minutes prior to their event to do any last minute decorations, and to greet guests upon their arrival. It is also encouraged to ask guests to arrive 10 minutes before your party start time to ensure you and your guests can enjoy the full 2-hours of your party. Parents arriving earlier than the requested 15-minutes will be asked to wait outside the party room until all tables, chairs, etc. are set up. Family members can decorate the party room while the children are in the gym as long as children are 4 years or older.
2. **Guest Count:** In order to ensure proper staffing, it is required that you give at least 1-weeks notice if the count of children goes over 20. If given less than 1-week notice, we cannot guarantee additional staff. However, additional fees still apply. Troy Gymnastics will only seat and serve the children at the party, therefore the guest count will only include guests ages 12 months to 23 years.
3. **Deposit & Cancellation:** Deposits for events at Troy Gymnastics are **NON-REFUNDABLE**. Upon cancellation, your deposit will remain on your account to use for another party for 12-months. After which, the deposit will become void.
4. **Rescheduling:** Events can be rescheduled one time after booking.
5. **Payments:** All balances must be paid in full the Friday before the party. Any accrued event balance past due will be processed with the payment information on file Saturday morning. Any balance due after the event (i.e. extra kids, overtime charges, etc.) will be processed the Monday following the event. All birthday party balances are **NON-REFUNDABLE**.
6. **Extension of Time:** In the event that your event goes past the scheduled time, an overtime charge will be applied to your account and processed the Monday following your event. The overtime charges are as follows: \$50 for the first 5 minutes passed your scheduled time & \$50 for each 15 minutes thereafter.
7. **Conduct of Events:** All events will begin their time in the gym, followed by the party room for food, beverages, dessert, and gifts (optional). The gym time cannot exceed 1 hour and 15 minutes. 15 minutes of gym time will be reallocated to the party room if family chooses to open gifts. Children are not permitted to re-enter the gym after the first 1 hour and 15 minutes of party time.
8. **Displays and Decorations:** Event staff are given 1/2 hour before your event time to complete their expectations list set by the director of the program. This includes set up the party room and gym. Any decorations, displays and typed directions may be dropped off in the office during office hours. Event staff is not able to come in earlier to set up for your event. Regardless of the amount of décor that you plan on bringing in, families may only come in to the party room 15 minutes before the party start time.
9. **Restrictions:** Glass, alcohol, and open flames (with the exception of candles) are prohibited on Troy Gymnastics property. Age restrictions apply in the gym as well. No person over the age of 23 is allowed on any equipment at any time. Guests may be asked to leave the gym area if they cannot abide by this policy.
10. **Other:** Event time slots are set for a specific time/location. The time and location cannot be changed. Troy Gymnastics cannot guarantee that your event will be the only event in the building or gym at one time. Time extensions and other accommodations (i.e. booking the whole building) can be accommodated by the Director of Events only, and with an additional charge.
11. **Gym Rules:** The coaches have a responsibility to ensure gym safety. If at any time a guest, adult or child, is not cooperating with what the coaches are asking, they will be asked to leave the gym floor-**NO EXCEPTIONS**. The following rules are expected of all guests. Coaches may give guests additional rules. They must be followed.
 - No street shoes are allowed on the gym floor, encourage parents who stay to bring socks.
 - Parents must accompany children 3 years & younger at all times.
 - No person over the age of 23 is allowed on any piece of equipment at any time. This includes but is not limited to the bounce houses, foam pits, trampolines, spring boards, pirate ship, and any other play structures.
 - Food/Drinks are not allowed on the gym floor.
 - Children & parents must stay with their group at all times.
 - Children & parents must listen to the safety rules given by the coaches.

Please sign this document in agreement with Troy Gymnastics Terms & Conditions and submit to Troy Gymnastics via fax, email, mail or in person.

Parent Name (printed): _____ Parent Signature: _____ Date: _____