



Birthday Party Policies & Procedures

- 1 PARTY DESCRIPTION** - First Hour: children will play games and utilize the equipment to do gymnastics and tumbling activities in the gym. Both free play and staff-directed games will be included (depending on the age of the birthday child). Each child age 3 and under must be accompanied in the Gym by an adult. Reluctant children age 4 and above may also be accompanied by an adult. Next 1/2 Hour: refreshments and/or present opening upstairs. You may bring any refreshments you would like. *The NMGC staff will take care of all of the clean up after you leave.*
- 2 PARTY DAYS** - Parties will be held on Saturdays. Sunday afternoons and other days may also be available upon request.
- 3 TIME SLOTS** - 10:00 am - 11:30 am, 12:30 pm - 2:00 pm, and 3:00 pm - 4:30 pm.
- 4 CONTRACT AND DEPOSIT** - A Birthday Party contract must be completed and signed at least one week prior to the party. A non-refundable deposit of \$50 is required at the time the contract is signed. We cannot reserve your party time until you turn in your contract and deposit. The balance must be paid on the day of the party.
- 5 CANCELLATIONS** - If the Birthday Party is cancelled by the host within 5 days of the party, the host will still be responsible for the full payment of the party.
- 6 AGE GROUPS FOR PARTIES** - We recommend all birthday guests be approximately the same age as the birthday child, as the gymnastics activities will be geared toward the age of the birthday child. If the ages of the guests vary considerably, then additional instructors may be needed to ensure the safety of every child and to supervise age appropriate activities. For this reason, it is requested that the age range of guests and number of guests be submitted to the office at least one week prior to the party.
- 7 STARTING ON TIME** - The party will start promptly at your start time. You may arrive 30 minutes before your party time to decorate. It is also very important that you end your party on time. At the conclusion on the refreshments/gift opening (30 min) all guests should be picked up. Please put this on your invitations.
- 8 DECORATIONS** - No decorations may be used that will deface or scar walls. If any decorations cause damage to NMGC property, the host is responsible for complete payment for any repairs. All decorations must be taken down at the conclusion of the party. This includes tape, balloons, and any decorations you might put up at the entrance to the property.
- 9 INVITATIONS** - The host is responsible for sending out all invitations. Please let us know if you need a map to the Gym. Directions to the Gym can also be found on our website: www.northmetrogymnastics.com/pages/contact.html.
- 10 REFRIGERATOR** - We have a refrigerator/freezer available for you to keep refreshments in prior to the start of your party. Please keep all party guests from the office areas at all times. Please remove all of your refreshments from the refrigerator after the party.
- 11 RESPONSIBILITY OF GUESTS** - The host of the Birthday Party is totally responsible for the conduct of the children attending the party and for any damages to the facility and equipment which is not a result of the planned activity of NMGC.
- 12 PARENTS DURING GYM ACTIVITIES** - Parents are NOT allowed on the equipment at any time!

We sincerely hope the above policies and procedures will make your child's Birthday Party a tremendous success and you will want to make this an annual event for all of your children.