

## Key City Gymnastics Group/Birthday Party Guidelines & Fees

### **Group/Birthday Party Fees:**

All fees are to be paid in full at time of booking. If the party or group is cancelled 14 days prior to the event, a full refund will apply. If the party is cancelled between 13 days and 72 hours' prior, a \$50.00 non-refundable administration fee will apply. Parties or groups cancelled within 72 hours of the event are non-refundable. Party/Guest info must be returned within three business days prior to the party date. Additional fees must be paid at this time.

### **Guidelines:**

1. Birthday Party/Group info and Guest List must be turned in **three business days prior** to the event. All forms must be sent to Gymnastics BC to validate insurance for the party. All forms must be complete.
2. Birthday Parties/Groups must be **paid in full at time of booking.**
3. **Any changes to the Birthday Party/Group info or guest list must be made three business days prior to the event** to guarantee all guests are insured. Coach to participant ratio is based on numbers at the initial time of booking. **No changes to the birthday will be considered after the Wednesday prior to the party.**
4. Set up and clean up time will take place **during your scheduled time.** Parties and Groups are overlapped, so please ensure you stay within your scheduled time.

Initials: \_\_\_\_\_

5. Please make sure the kitchen and party room are left in the same condition as when you arrived. A vacuum, broom, wash cloth, garbage can and recycle bin will be provided.
6. Parents, siblings and other guests are not permitted on the equipment at any time, unless they are on the guest list or have filled out a "Birthday Party Companion Release and Indemnity" form.
7. Parents, siblings and other guests must follow the same rules as the other participants gone over at the beginning of your scheduled gym time.
8. Participants are not permitted on the floor or equipment at any time without a coach.
9. Alcohol is not permitted at any time.

Initials: \_\_\_\_\_

All attendees are insured for a one-time visit by Gymnastics BC in case of an occurrence. We are required to collect the following information on behalf of Gymnastics BC who must provide All Sport Insurance in order to validate the insurance coverage. Please complete this form and return to Key City Gymnastics three business days prior to your event.

Thank you for your cooperation, and enjoy your party!!!

# Birthday Party Guest List



Name Party is Booked Under: \_\_\_\_\_

Date of Party: \_\_\_\_\_ Time of Party: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone # (H) \_\_\_\_\_ (C) \_\_\_\_\_

Birthday/ Group Type:  Group Rental  Birthday Option #1

Birthday Option #2  Birthday Option #3

*Please include ALL participants, this form must be complete.*

	Name of Guest: (First and Last)	Age	Phone Number
1	<b>Birthday Child:</b>		
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