

Inland Empire Gymnastics Academy

Team Banquet/Event Facts and Contract

We want you and your team to have a wonderful experience at Inland Empire Gymnastics Academy and to make your Team Banquet a great event! To help ensure that it is, and that all goes well, we ask that you be aware of the following procedures.

Event Organizer(s): _____

Address: _____

Phone: _____ Email Address: _____

FOR OFFICE STAFF ONLY:

Banquet Confirmed Date/Time: _____

Team Name(s): _____

Age Range of Guests _____ to _____

Team Colors _____

Food Plans for Party: _____

Staffing: _____

1. COST AND RESERVATIONS REQUIREMENTS

- \$250.00 for up to 20 guests (includes team members and their siblings who will be participating on the floor) - 2 hour party (1 hour & 15 min. on the gym floor and 45 minutes for team celebration, awards and food)
- \$10.00 for each additional child after the first 20
- 30 minutes additional gym time - \$60.00
- 30 minutes additional party room time - \$40.00
- A nonrefundable \$100.00 deposit is required to reserve your party date and signed birthday party contract.
- Gratuity for IEGA staff NOT included and can be given directly to the staff after the party has concluded.

INITIAL _____

2. DATE AND TIME REQUESTING _____

Saturdays 4:00 PM - 6:00 PM _____

Sundays 10:00 AM - 12:00 PM _____ 1:00 PM - 3:00 PM _____
 4:00 PM - 6:00 PM _____

You may arrive 30 minutes prior to the start of your event to decorate. All guests and event organizers must be out of the gym within 30 minutes after the conclusion of the party. For every

fifteen minutes that your event goes over the allotted time, you will be charged an additional \$10.00. We are on a schedule and may have other parties or banquets coming in after yours. Please remind parents of this, as you will be responsible for all guests at the end of the event.

All events start on the gym floor and conclude in our party room with refreshments and awards afterwards. Once refreshments are served, guests may not return to the gym floor.

INITIAL _____

3. INVITATIONS & LIABILITY WAIVER

I.E.G.A. will provide banquet invitations for your team. They include a map to the gym, to make it easier for your guest to get to the event, and the needed IEGA Event Release Form. All guests are required to bring a signed liability waiver to the gym. Guests will NOT be allowed to participate on the gym floor without a liability release signed by their parents. We will have extra waivers available at the gym, however a parent must be present to sign.

INITIAL _____

4. DECORATIONS & FOOD

We will provide tables, chairs, and table coverings, however you are welcome to supplement with additional decorations to make the event more festive. We have a refrigerator available for keeping refreshments cold or frozen prior to your party. We suggest that if you are going to serve food, other than cake and ice cream, you might consider pizza, foot longs sub sandwiches, or even Der Weinerschnitzel who can do "hot dog packs" to go. We also suggest potlucks as a cost savings for team banquets. Any decorations you use must be removed at the end of the party. All other clean up will be taken care of by I.E.G.A. staff.

INITIAL _____

5. PARENTS AND YOUNGER SIBLINGS DURING EVENT

Parents and older siblings/guests (over the age of 17) may come on to the gym floor for the purpose of observing and taking pictures, however they are NOT allowed on any of the gym equipment. This is a restriction from our insurance company and we thank you for your complete cooperation.

Younger siblings, who are to be included in the games and play on the floor, must be counted and paid for in the banquet fee. For siblings younger than 3 years of age, their parents must be on the floor with them at all times. I.E.G.A. staff is not responsible for children under the age of 3. Please inform the parents of guests under the age of 3 of this requirement.

INITIAL _____

6. CHECKLIST

This is a list of suggestions. What you provide at the event is completely up to you.

- cake and knife to cut
- ice cream and scoop
- plates, napkins and eating utensils
- additional decorations
- beverages and ice chest
- awards and certificates

Inland Empire Gymnastics Academy Team Banquet/Event Contract

I/We have read and understand all of the above information about holding a Team Banquet at Inland Empire Gymnastics Academy, including the rules and regulations that must be adhered to by our guests to ensure that everyone has a fun and safe time. I/We also agree to inform our guests about the rules and regulations and assist Inland Empire Gymnastics Academy staff during the event as needed to assure that the rules are followed.

Event Organizer's Printed Name

Date

Event Organizer's Signature

Please return this initialed and signed contact, along with your \$100 deposit to:

**Inland Empire Gymnastics Academy
263 W. Orange Show Lane, San Bernardino, CA 92408**

If you have any questions, please call do not hesitate to give us a call:
(909) 383-6655.