

Inland Empire Gymnastics Academy Birthday Party Facts and Contract

Updated
11/18/15

We hope that you and your child have a wonderful experience at your Inland Empire Gymnastics Academy birthday party. We want to help make it a special day and to make sure that it is, and that all goes well, we ask that you be aware of the following procedures.

Parents Names: _____

Address: _____

Phone: _____ Email Address: _____

FOR OFFICE STAFF ONLY:

Birthday Party Confirmed Date/Time: _____

Birthday Party Child's Name: _____ Turning What Age? _____

Age Range of Guests _____ to _____

Birthday Theme _____ Colors _____

Food Plans for Party: _____

Staffing: _____

1. COST AND RESERVATIONS REQUIREMENTS

- \$250.00 for up to 15 children - 2 hour party (1 hour & 15 min. on the gym floor and 45 minutes for cake, presents and celebrations)
- \$10.00 for each additional child after the first 15
- 30 minutes additional gym time - \$60.00
- 30 minutes additional party room time - \$40.00
- **RESERVATIONS:** IEGA will hold a birthday party date and time for 72 hours. After the 72 hr. hold, the Birthday Party deposit must be paid and contract signed and returned, or the date will be reopened to the public.
- **DEPOSIT:** A nonrefundable \$100.00 deposit is required to reserve your party date and signed Birthday Party Contract. Non-refundable deposit may be applied to future party or tuition at IEGA.
- **CANCELLATION POLICY:** Gym must be notified 2 weeks prior to the party date if there will be a cancellation. For any party cancelled after the two-week mark, there will be an additional \$50.00 charge unless another event can be scheduled.
- Gratuity for birthday party staff NOT included and can be given directly to the birthday party 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 _____

IEGA Staff will be cleaning and prepping for your party one hour before your celebration begins. You may arrive 30 minutes prior to the start of your party to decorate and all guests and party organizers must be out of the gym within 30 minutes after the conclusion of the party. For every fifteen minutes that your party goes over the allotted time, you will be charged an additional \$10.00. We are on a schedule and may have other parties coming in after yours. Please remind parents of this, as you will be responsible for all children at the end of the party.

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

INITIAL _____

3. INVITATIONS & LIABILITY WAIVER

I.E.G.A. will provide birthday invitations for your party. They include a map to the gym to make it easier for your guest to get to the party, and the needed IEGA Event Release Form. All birthday party 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, table coverings and balloons for your party, however you are welcome to supplement with additional decorations to make the party more festive. We will set up enough tables and chairs for the birthday child and his or her guests. Extra chairs will be available for parents who wish to stay at the party. 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 pizzas, foot longs sub sandwiches, or even Der Weinerschnitzel who can do "hot dog packs" to go. 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 GYM PARTIES

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/guests may come on to the gym floor during birthday parties however I.E.G.A. birthday party staff is not responsible for children under the age of 3. Any child participating in a birthday party who is under 3 must have his or her parent on the floor with them at all times. 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 party is completely up to you.

- cake
- candles & matches
- knife to cut cake
- ice cream and scoop
- paper plates, eating utensils, napkins
- decorations
- party favors

Inland Empire Gymnastics Academy Birthday Party and Contract

I/We have read and understand all of the above information about holding a birthday party at Inland Empire Gymnastics Academy, including the rules and regulations that must be adhered to by our birthday party 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 party as needed to assure that the rules are followed.

Parent/Guardian Printed Name

Date

Parent/Guardian Signature

If you have any questions or to arrange for your party, please call
Inland Empire Gymnastics Academy at (909) 383-6655.

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