



**BIRTHDAY PARTY
TERMS AND CONDITIONS**

NUMBER OF GUESTS

The party includes the birthday child and 9 friends. Additional fees apply for extra children. Room capacity is 25 people (including adults in ratio). Please bring a list of all the children and adults attending the birthday party so our front desk staff can direct them to the correct birthday.

FINAL BALANCE

The balance owing for any additional guests will be due the day of the party's scheduled start date. Additional guests come at the cost of \$5 per child. Additional adults are not added to the cost as they are required for supervision.

Acceptable forms of payment include cash, debit or credit card.

Failure to pay the final balance will result in cancellation of the party.

PARTY PACKAGES

We offer several packages to suit your needs. Due to necessary preparations, once a party package is chosen you are unable to change it.

The party format is as follows:

3-hour party (1 hour for each activity): Pool, Party room, Treehouse OR Gym

2-hour party (1 hour for each activity): Treehouse OR Gym, Party room

Parties must follow this order as they are built around other programs within the faculty.

SPACE SCHEDULE

3-Hour Birthday - Studio (Sun or Sat 1pm-4pm)	3-Hour Birthday - MPR (Sun or Sat 3pm-6pm)
12:30-1:00 – Set Up	2:30-3:00 – Set Up
1:00-2:00 – Pool	3:00-4:00 – Party Room
2:00-3:00 – Party Room	4:00-5:00 – Treehouse or Gym (Saturday Only)
3:00-4:00 – Treehouse or Gym (Saturday Only)	5:00-6:00 – Pool
4:00-4:15 – Clean Up	6:00-6:15 – Clean Up

2-Hour Birthday – Development (Sun 11am-1pm)	2-Hour Birthday - MPR (Sun or Sat 12pm-2pm)	2-Hour Birthday - Development (Sun or Sat 2pm-4pm)
10:30-11:00 – Set Up	11:30-12:00 – Set Up	1:30-2:00 – Set Up
11:00-12:00 – Treehouse	12:00-1:00 – Treehouse or Gym	2:00-3:00 – Treehouse or Gym
12:00-1:00 – Party Room	1:00-2:00 – Party Room	3:00-4:00 – Party Room
1:00-1:15 – Clean Up	2:00-2:15 – Clean Up	4:00-4:15 – Clean Up

VENUE ACCESS

Parents will have access to the reserved party space 30 minutes prior to the party's scheduled start time. Parents and participants will be asked to stop at the front desk to be directed to their birthday. To be able to ensure that all the kids get to the party that they should, please bring in an attendance sheet of who you would expect at the birthday.

During the party, all children are expected to stay in the party room or the designated area of the activity. While in the Studio, do not use the exercise balls.

All facility policies must be followed. All party attendees must leave the reserved area no later than 15 minutes after the party's scheduled end time. Children must be accompanied when using the restroom and change rooms.

DECORATIONS/PAPER GOODS

Parents may bring decorations as they see fit, with the following restrictions:

- 1) No decorations may be "pinned" or nailed to any surface including taped or hung from the ceiling tiles.
- 2) No open flames.
- 3) No glitter or confetti.

Parents supply all paper goods, including tablecloths, plates, cups, napkins, etc.

FOOD & DRINK

Parents may bring peanut free food and non-alcoholic beverages to serve during the party. Be advised that we do not have an accessible refrigerator on the premises. PLEASE be sure to inquire about your guests' allergies. If singing Happy Birthday, please bring appropriate decorations (no flames/ sparklers please).

Please keep all food and drink in the party room.

RATIO REQUIREMENTS

To help ensure the safety of all participants we require the following ratios to be met for both land and aquatic parties:

- Children aged 6 years and under - 2 children to 1 adult
- Children aged 7 years and over – 4 children to 1 adult

Parents must be in water with the maintained ratios above.

Children are not under the direct supervision of the YMCA; they are your responsibility.

CLEANUP

Relax! The YMCA will clean up! All you need to do is take your presents and food/beverages with you. All food and drink must be removed from the YMCA within 15 minutes of the party's scheduled end time.

CANCELLATION POLICY

Birthday Party fee will be paid in full upon booking. Cancellation requests are subject to a 25% cancellation fee. Refunds will not be issued if less than 14 days' notice is given in writing.

If inclement weather, power outages or any other unforeseen outside circumstances cause for cancellation, the paid fees will be assessed.

LIABILITIES

By enrolling in a birthday party contract, you release the YMCA and its staff from any potential liability. You agree to indemnify and hold harmless the YMCA and its staff for any damages, loss, or injury (including allergic reactions) that may occur. Should YMCA property be lost or damaged due to the activities of any of your party guests, you agree to reimburse the YMCA for replacement or repair of said property. You agree to hold your entire party responsible for the terms of this contract without limitation.