



Harlequin

School of Gymnastics

8 Greaves Way, Stanbridge Road,
Leighton Buzzard, Bedfordshire, LU7 4UB

Tel: 01525 374854 www.harlequingymnastics.co.uk



Party Booking Agreement Sunday Parties 2017

(Including terms and Conditions)

PLEASE READ CAREFULLY

Terms

1. A **Non-Refundable deposit of £80** must be paid to secure your selected party slot.
2. **There is absolute no time for run over!**
3. *If for any reason you wish to rearrange an alternative date for your party you are required to give a minimum of 2 weeks' notice, so we can do our utmost to accommodate a new party booking for free. If you wish to rearrange with 2 weeks of the party date, you will lose your £80 original deposit but we will transfer the remanding balance to a new party slot of your choice, with a requirement of a new £80 deposit to be paid to secure a new party booking. If cancelling altogether you will lose your deposit of £80, but will be refunded for the remanding balance paid.*
4. You will receive party invitations with all party details on them when you pay the deposit for your party.
5. Price is **£190** for members/**£205** for non-members. You are paying for up to **25 children**, you will receive 25 coloured wrist bands for your children. We then ask for additional £5.00 per extra child on the day **with an absolute maximum of 30** children. This must be paid before entering the gym to obtain your wrist bands. This number is inclusive of any siblings of guests or children who may not have been invited but still use the equipment. **If any child from 6 months to 13 years goes on the equipment they have to be included in the numbers.** *(This is for our insurance purposes).*
6. The maximum age for participating guests (permitted to go on equipment) is **13 years**.
7. The full balance of the party must be paid 3 weeks in advance of the party date. Failure to pay in time may result in the cancellation of your party.

Sunday Parties

	<u>Arrive Time</u>	<u>Gym Time Slot</u>	<u>Get into Party Room Time</u>	<u>Party Room Allocated Time</u>	<u>Host Clean up</u>
<u>Slot 1</u>	10.45am	11.00 – 12.pm	10.45am	12.00 – 12.45	12.45 – 1.15pm
<u>Slot 2</u>	12.15pm	12.30 - 1.30pm	1.15pm	1.30 – 2.15pm	2.15 – 2.45pm
<u>Slot 3</u>	1.45pm	2.00 – 3.00pm	2.45pm	3.00 – 3.45pm	3.45 – 4.45pm
<u>Slot 4</u>	3.15pm	3.30 – 4.30pm	4.15pm	4.30 – 5.15pm	5.15 – 5.45pm

8. You will **NOT** be able to get into the building until 15 minutes before your party is due to start and you will only be able to enter the gym at the time your party is scheduled to start. Please wait for the Lead Coach to take you through. **All children and adults who are entering the gym must listen to the safety instructions at the start of the party.**
9. **Please make sure all your attending adults are aware they are NOT permitted to use the equipment due to insurance purposes. The parties are for the children only.**



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Party Booking Agreement Saturday Parties 2017

(Including terms and Conditions)

PLEASE READ CAREFULLY

Terms

1. A Non-Refundable deposit of £80 must be paid to secure your selected party slot.
2. There is absolute no time for run over!
3. *If for any reason you wish to rearrange an alternative date for your party you are required to give a minimum of 2 weeks' notice, so we can do our utmost to accommodate a new party booking for free. If you wish to rearrange with 2 weeks of the party date, you will lose your £80 original deposit but we will transfer the remanding balance to a new party slot of your choice, with a requirement of a new £80 deposit to be paid to secure a new party booking. If cancelling altogether you will lose your deposit of £80, but will be refunded for the remanding balance paid.*
4. You will receive party invitations with all party details on them when you pay the deposit for your party.
5. Price is **£130** for members/**£145** for non-members. You are paying for up to 25 children, you will receive 25 coloured wrist bands for your children. We then ask for additional £5.00 per extra child on the day with an absolute maximum of 30 children. This must be paid before entering the gym to obtain your wrist bands. This number is inclusive of any siblings of guests or children who may not have been invited but still use the equipment. If any child from 6 months to 13 years goes on the equipment they have to be included in the numbers. (This is for our insurance purposes).
6. The maximum age for participating guests (permitted to go on equipment) is 13 years.
7. The full balance of the party must be paid 3 weeks in advance of the party date. Failure to pay in time may result in the cancellation of your party.

Saturday Party

	<u>Gym Time Slot</u>
<u>Slot 1</u>	4.00 – 5.00pm

Saturday Only - GYM ONLY

Cheaper rate for Saturday Party.

Price - £130.00 Members / £145.00 Non-Members

8. All children and adults who are entering the gym must listen to the safety instructions at the start of the party.
9. Please make sure all your attending adults are aware they are **NOT** permitted to use the equipment due to insurance purposes. The parties are for the children only.

10. Harlequin will set up the gym and will provide a Level 2 or above British Gymnastics qualified Coach (Lead Coach) and 1 helper who will be present for each of the Party slots to oversee the activities.
11. **The Lead Coach will have the authority to:**
 - ✓ Prohibit any activity that they consider to be dangerous or unsuitable and to restrict/prohibit the use of some of equipment or apparatus.
 - ✓ Refuse entry to the gym for any child who is not suitably dressed (in the view of the coach)
 - ✓ Refuse entry to the gym for any child who is not able to safely using the apparatus or is disturbing other children.
 - ✓ To report and remove anyone from the building who is behaving in an aggressive, inappropriate or abusive manner towards party guests or members of staff.
12. Coaches will be in the gym for the entire party so if there are any problems please report to a coach.
13. We Will supply a Party host to assist you and your party guests during your time in the Party Room.
14. Please make sure party guests are all wearing appropriate clothing. **No Long Skirts or Dresses, Jeans, Zips, Belts, Ties, Tights, Socks, Head Wear or Face Paint.**
15. Absolutely No Jewellery is permitted in the gym (including earrings, they should be taken out or taped up. We do supply tape)
16. Strictly NO outdoor shoes allowed in the gym
17. NO food or drink allowed in the gym
18. If you wish for your party to have drinks during the gym session, you are responsible to bring them with you. These must stay in the waiting room and not enter the gym under any circumstances.
19. *No* badges to be worn in the gym, as the pins may cause injury to the child or damage to the gym equipment.
20. To anyone intending to go into the gym please be careful when walking within the gymnasium. We are a working gymnastics club and not all floors are solid. There is a variety of soft, firm and bouncy flooring.
21. We do have a coffee machine in the waiting room which you can use at a cost to yourself. Please use responsibly, and check the instructions before use as we cannot refund any monies of not used correctly.
22. You will only be able to get entry into the **party room 15 minutes** prior to your allocated party room time. (*A Coach will inform you when you can set up*)
23. **Any child under 3 years of age must be accompanied by an adult and from 6 months they are inclusive of the total number of party guests.**
24. We do have a heating and Air conditioning system up in the Party Room please ask a coach if you wish to turn it on or off. The room is equipped with tables, chairs, high chairs and plastic table cloths.

25. Party Hirer is responsible for:

- ✓ **Must** provide a completed register list for all party guests. Please note that the start of your party may be delayed if left to be completed on the day.
 - ✓ Obtaining verbal permission from all children's parents if you wish to video or photograph during the party (this is to maintain that the British Gymnastics Child Protection Policy is not breached).
 - ✓ Supervision in Party Room
 - ✓ Food, drinks and cake (No alcohol allowed on the premises)
 - ✓ Plates, cups, jugs, knife, candle, matches etc. Please note it is a good idea to have cups and drinks available for the children in the waiting room during the party as they do get thirsty and we do not supply these.
26. Clearing away at the end of the party room session and taking all your bags of rubbish, please place in the bin provided outside the gym.
27. Our Party Host will ensure you have everything you need and it does not over run.
28. During your party we will play music throughout using our CD player. If you wish to have your own music played, then please bring it with you. The party room also has a CD player for you to use, again you can play your own music or ask a member of staff who will be happy to provide it from our collection.
- 29. Any accidents that occur during the party should be reported to a Coach ASAP so any necessary action to be taken and a suitable accident report can be completed.**

Finally, we would like to wish you a very Happy Birthday and hope that you and your friends enjoy your Birthday party here at Harlequin!

Birthday Party – Register of all Party Guests

(Please have this to hand at the start of your party. This will be required should there be a need for an Emergency Evacuation).

Party for: _____ **Date of Party:** _____ **Time:** _____

No	Name	Age	Contact No	Medical Condition	Ticked in here (BAND)
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