

Peacock Gymnastics Academy – Birthday Party Policy

At Peacock Gymnastics Academy (PGA), we want every child's birthday to be **fun, safe and stress-free**. To help us achieve this, we ask all families to carefully read and agree to the following party policy before confirming a booking.

1. Booking & Payment

- Parties run **Sundays only, 2:30pm – 4:30pm**.
- A **50% non-refundable deposit OR full payment** is required with the booking form to secure your date.
- If only the deposit is paid, the **final balance (with confirmed numbers)** must be paid in full **2 weeks before the party date**.
- Failure to make the final payment on time may result in cancellation and loss of deposit.
- All payments must be made via **BACS or cash**
- PGA members receive **10% discount** on the final price.

2. Guest Numbers & Supervision

- Parties include **14 children in the base price**.
- The maximum number of children is **25**.
- An **additional coach (£30)** is required for every 6 children above 14.
- Parents/guardians are responsible for **drop-off and collection of children**.
- Children must be supervised by an appropriate number of adults throughout the party (alongside PGA coaches).

3. Food & Catering

- Parties may be booked with **Cold Food** or **Hot & Cold Food** packages (menus provided separately).
- Food options are **tailored to the birthday child's preferences**.
- Outside food is not permitted, unless agreed in advance (e.g., for birthday cake, allergies).
- All food orders must be confirmed **at least 2 weeks before the party**.

4. Party Extras

Optional add-ons are available, including:

- Sweet trolley, popcorn machine, chocolate fountain.
- Large inflatables, balloon arches/circles.
- PGA Olympic Gymnastics cake or themed cakes.
All extras must be booked in advance and are subject to availability.

5. Safety

- All children must follow PGA staff instructions at all times.
- Children should wear comfortable clothing suitable for gymnastics (no jewellery).
- Parents/guardians must inform PGA of any medical needs, allergies or additional requirements when booking.
- PGA reserves the right to stop any unsafe activity or remove disruptive children from the gym area.

6. Cancellations & Refunds

- Deposits are **non-refundable** under any circumstances.
- Cancellations less than 2 weeks before the party date will result in **full payment being due**.
- Refunds are **not accepted** once payment has been made.

7. Policies & Code of Conduct

- By booking a party, parents/guardians confirm they have read and agree to abide by **all PGA Policies and Code of Conduct**, available on our website or on request.

By signing the booking form, you agree to this Birthday Party Policy in full.