

# BIRTHDAY PARTY

## Reservation Form

Child's Name \_\_\_\_\_ Last \_\_\_\_\_

Age Child is Turning \_\_\_\_\_

Parents' Names \_\_\_\_\_

Parent's Phone Number \_\_\_\_\_ Cell \_\_\_\_\_

Parent's Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

DATE OF PARTY \_\_\_\_\_ TIME \_\_\_\_\_

APPROXIMATE NUMBER OF CHILDREN ATTENDING \_\_\_\_\_

***\*Please Call the week Before the party and reconfirm the number of children and all information.***

**We will contact you if the date or time you requested is not available after we receive your Form and Deposit. Please read the sheet with all the information and conditions for our parties.**

**Please sign below and return to us.**

**I have read, understood and agree to all the information and terms of a party at The Courthouse Gymnastics Co. as stated on the Birthday Party Information sheet.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Prices

**\$150.00 for up to 10 children**

**\$5.00 for each additional child. (Any who participate in the party)**

**A \$50.00 Deposit is Required with this form. (Balance paid at the end of party)**

**Make all checks payable to Courthouse Gymnastics. If you pay Cash, get a receipt.**

**If you pay Cash, have the correct amount. Instructors cannot give change.**

**There is a \$25.00 Fee for any Returned Checks.**

## **BIRTHDAY PARTY Information**

**PRICE-** \$150 for up to 10 children. \$5 for each additional child participating.  
**A \$50 DEPOSIT** is required with the Birthday Party Reservation Form.  
**The Balance is Due at the end of the Party.**

**PAYMENT:** All *Checks* should be made out to Courthouse Gymnastics Co. If payment is made with *Cash*, always ask for a *Receipt*. Instructors cannot give change so have the correct amount of Cash.

All Cancellations must be made at least 48 hours in advance. Anyone who cancels less than 48 hours in advance forfeits their Deposit.

Tables and chairs will be set up Upstairs, usually one table per 10-12 children.  
The Host supplies the tablecloths, food and decorations.

**PARTY TIMES:** The Party is 1 ½ hours long. The instructors entertain the children for the 1<sup>st</sup> hour.  
The children go upstairs for the last ½ hour.

**Choose a date and time and check with the gym office for availability.**

### **SATURDAY**

10:-11:30

12:30-2:00

3:00-4:30

5:00-6:30

### **SUNDAY**

1:00-2:30

3:30-5:00

Parties are never guaranteed to be “private” parties. There are usually private lessons or possibly other parties going on. Our facility is large enough for this.

Children under the age of 2 ½ are not allowed to participate in a party. Any party that includes 2 or 3 year olds may only have 10 participants in the party no matter the age of the birthday child. We want your party to be safe.

The host should call the Office the week of the party to confirm the party time and give the approximate number of children attending. We need the approximate number of children for staffing purposes.

The day of the party no child may enter the gym area until the instructor calls them in. Once in the gym all children must stay with the party group. They may not go around the gym without a Courthouse Gymnastics staff member. Siblings of party participants may not enter the gym unless they join the party group.

The host is welcome to go around with the party group and take pictures or video. Visiting parents are not allowed in the gym. They must wait upstairs.

Children are not allowed back in the gym once the gymnastics portion of the party is over.