The Y St Ives | Birthday Parties

POLICIES AND PROCEDURES

**The following are our centre policies and procedures for on-site birthday parties:**

1. Cost of party is $29 per child with a minimum of 15 children.
2. Any child under the age of 5 years old must be accompanied by an adult otherwise they cannot participate.
3. Your party begins and ends at the allocated booking time. Due to the next booking, you will be required to exit the party area within 15 minutes of your booking time.
4. Supervision will be given by Y party staff. They will run the activities and guide them.
5. There is to be at least 1 parent to 10 children for the duration of the party, for supervision purposes.
6. No one is to be in the gymnasium without a staff member.
7. Food time is in the last 60 minutes of your party. NOT supplied by the Y.
8. No food is to be taken into the gymnasium. Water is permitted.
9. No sparklers allowed on cake.
10. Shoes are not to be worn on the equipment. No socks; slipping hazard in gymnasium.
11. Birthday party numbers are to be confirmed one week prior to party date along with full payment to the administration staff.
12. Please only arrive 30 minutes prior to party start time for party setup as there will be no staff members available beforehand.
13. Once your party time is finished, you may not re-enter the gymnasium.
14. Extra children who attend the party on the day will be charged @ $29 per child.
15. Cancellation Policy:

More than 7 days - Refund of $75 of your deposit. Less than 7 days - No refund.

1. Alcohol is strictly not permitted on the premises.

I, the undersigned, understand the terms and conditions of usage at the Y St Ives and take full responsibility for notifying all guests attending this private function of these conditions. I understand that the Y NSW , the Y St Ives, its officers, staff and agents will not be held responsible for any occurrence of injury to a person or property, and will not be accountable for loss or theft of personal property. I take full responsibility for any compensation

which may be related to the activity that I am conducting.

Please sign below to confirm you agree on our terms and conditions and return this form to the centre:

**Date of Party:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Party:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Children:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthday Child’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**