

PCYC LAUNCESTON: BIRTHDAY PARTY INFO

PCYC LAUNCESTON WELCOMES YOU AND YOUR FAMILY!

1. HOW DO I BOOK A PARTY @ PCYC?

- Contact PCYC to check available timeslots on the day you want, and clarify any details.
- Complete the booking form and pay your deposit ASAP to secure your booking.
- Do NOT send out your invitations until your paperwork has been lodged with us, your deposit has been paid and we have confirmed your party time & day.
- You should phone PCYC the week before your party to confirm the numbers.

2. WHAT DOES THE PCYC BIRTHDAY PARTY INCLUDE

- Supervised free play in our Trampoline Room, Rockwall or Basketball Court
- Experienced coach
- Time allocated at the end of the booking for food and cake
- A safe environment
- Tables and chairs
- Kitchen facilities (upstairs), including oven, microwave, fridge, oven trays, foil, music
- Invitations on request – these can be printed for you or emailed out to you
- Safe, well maintained equipment

3. COST

- 2 hour booking for \$120 (for up to 10 children) including one hour play. \$10 per child thereafter.
- If you have more than 20 children please inform us 7 days' prior so we can arrange extra staff.
- DEPOSIT: 30% or \$50 (whichever is higher) non-refundable deposit is payable at the time of booking
- BALANCE OF PAYMENT: the payment balance must be paid via credit card. Complete credit card details reverse of this form.

4. PARTY TIMES:

- 15 minutes set up and greet your guests
- 1 hour (or subsequent hours booked) – activities with PCYC Instructor
- 30 minutes for food and presents
- 15 minutes pack up

5. CATERING: WHAT DO YOU NEED TO PROVIDE?

- Birthday cake, candles, matches
- Party food and drinks
- Prizes for any games you wish to have run
- Serving plates and bowls and utensils
- Serviettes, party bags etc

6. PARTY ACTIVITY EQUIPMENT

- PCYC equipment cannot be used until the PCYC Coach starts the party.
- Equipment must not be used after the 'Play hour' OR while the children are eating.

7. RULES FOR A PCYC BIRTHDAY PARTY

- Children should wear comfortable clothing that is easy to move in (no zips, buttons, belts, jeans, jewellery)
- Long hair must be tied back for safety reasons
- Socks are to be worn at all times on the trampolines
- Adults are welcome to stay and be on the floor but for safety reasons must not use the trampolines
- Children UNDER 4 years of age must be accompanied by a parent at all times
- No food, drink or shoes in the equipment area
- PCYC is a smoke and alcohol free zone.
- Parents must adhere to the instructions of the PCYC Coach.

8. WHAT IF I NEED TO CANCEL THE BOOKED PARTY

- Your non-refundable deposit covers the cancellation fee
- Please let us know if you need to cancel your party as soon as possible

WE HOPE THAT YOU HAVE A GREAT BIRTHDAY AND ENJOY THE PCYC BIRTHDAY PARTY EXPERIENCE.



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PARTY BOOKING FORM

Date of Party Times

Facilities Requested Trampolines (upstairs only)

Rock Wall Archery Tag Number of Children

Mini Zorb Tumble Track

Other _____ Age Range

Name of Birthday Child Age of Birthday Child

Parent Name Phone Number

Address Postcode

Email Address

\$ _____ Date Paid Deposit paid by:

Deposit Paid Cash / EFT / MOTO

PARTY GAMES - Parents organise the prizes for all games selected. PCYC Coach will run the games.

None Pass the Parcel Musical Hoops Treasure Hunt -bring wrapped lollies. No nuts

Other _____

PARTY CONDITIONS

- The Party Supervisor will outline the **PARTY RULES**, to help keep participants and equipment safe.
- WAIVER:** Please see the PCYC waiver that you agree to abide by when booking.
- NO ADULTS ON EQUIPMENT:** Adults are welcome to accompany their child onto the floor but for safety reasons, must not use the equipment at any time
- ADVANCED TRICKS** No flips or somersaults will be allowed without prior agreement with PCYC staff.
- Children **UNDER 4** years old must be accompanied by an adult at all times.
- NO FOOD OR DRINKS** are not to be taken into the equipment areas.
- PCYC Launceston is a **SMOKE AND ALCOHOL FREE** environment.
- Again - please **RESPECT THE BIRTHDAY PARTY TIMES**. Party Hosts can arrive 15 minute before the party to set up, and have 15 minutes after to and after access times to allow for smooth transition between Birthday Parties.
- IMPORTANT:** Please update PCYC at least 7 days prior **if your attendance numbers have changed**.

AGREEMENT: I agree to the above terms of holding a party at PCYC. By signing I am indicating I understand and accept the booking conditions as detailed on the Birthday Party Booking form and have signed the PCYC Waiver. You also agree that by signing the Waiver you accept responsibility for all party participants.

Party Host Signature	Printed Name	Date
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PARTY PRICES

PAYMENT DETAILS

DEPOSIT

\$50 DEPOSIT WAS PAID (DDMMYY) ____/____/____/ by CASH / EFT/ MOTO by phone to _____(staff)

BALANCE OF PAYMENT

The balance of your payment will be processed on the next working day after the party via your credit card.
 Please provide the following information:

Credit Card Details: M/C or VISA

Card Number: _____ (CCV ____)

Expiry Date: ____ / _____

Card Name: _____

Cardholder signature: _____

Amount: \$10 per head for each child who attended the Party and used the equipment.

Receipt Requested: Yes No (please circle)

STAFF USE ONLY

	\$ PD	PAID BY	DATE PD	Staff Name
\$50 DEPOSIT PAID	\$: 00	<input type="checkbox"/> EFTPOS <input type="checkbox"/> Cash <input type="checkbox"/> Bank Transfer	/ /	
EXPECTED PARTY COST Booked Chn _____@\$10	\$: 00	<input type="checkbox"/> EFTPos MOTO	/ /	
ADDITIONAL ATTENDEES EXTRA Chn _____@\$10	\$: 00	<input type="checkbox"/> EFTPos MOTO	/ /	