

PCYC BIRTHDAY PARTY BOOKING FORM

A PCYC Birthday Party package will include:

1. Dedicated party host (excluding Adventure Play and Skate Park)
2. Full use of facility and appropriate equipment included
3. Designated area for guests and refreshments
4. PCYC invitations provided (optional)
5. Event setup and clean up
6. Viewing allowed for parents to watch the fun

Birthday Party package includes a 2-hour session with a dedicated staff member (excluding Adventure Play and Skate Park) up to and including 12 participants.

For any additional extras you wish to add please complete the boxes below:

Extra child - \$15 each <input type="checkbox"/>	Total number of participants: _____
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Your Birthday party can include the following activities: (please tick the box for the activity and time you require)

Gymnastics - \$325.50 (instructor included) 12pm – 2pm <input type="checkbox"/>	Skate Park - \$262.50 9.30am-11.30am <input type="checkbox"/> 12pm-2pm <input type="checkbox"/>
Rock Climbing - \$325.50 (instructor included) 9.30am-11.30am <input type="checkbox"/> 12pm-2pm <input type="checkbox"/>	Skate Park - \$325.50 (instructor included) 9.30am-11.30am <input type="checkbox"/> 12pm-2pm <input type="checkbox"/>
Multi Sports - \$262.50 2pm – 4pm <input type="checkbox"/>	Multiple Activities - \$472.50 9.30am-11.30am <input type="checkbox"/> 12pm-2pm <input type="checkbox"/>
Multi Sports - \$325.50 (instructor included) 2pm-4pm <input type="checkbox"/>	Adventure Play Room - \$262.50 9.30am-11.30am <input type="checkbox"/> 12pm-2pm <input type="checkbox"/>

Date of party: ___/___/___

Contact details

Parent name:	Birthday child's name:
Contact no:	D.O.B:
Email Address:	Age range of participants:

Total amount to be paid: \$ _____



LIFE CHANGING



Important notes:

All participants must have a membership form completed (if they are not already a member) in order for PCYC to have all relevant medical and contact information

BOOKING IS NOT CONFIRMED UNTIL YOU HAVE PAID AND RECEIVED AN EMAIL CONFIRMATION FROM PCYC CESSNOCK. PLEASE ENSURE YOUR EMAIL ADDRESS ON THIS FORM IS CORRECT.

BIRTHDAY PARTY PAYMENT ONLY:

Office Use only:			
Total paid: \$	Date:	Confirmed by:	
Staff confirmed for party:	Date:	Confirmed by:	
Membership forms completed for all participants:	Date:	Confirmed by:	
Payment method:	CASH	CARD	FAMILY CREDIT



A. On the day

Participants are required to bring:

- Enclosed shoes appropriate for a wide range of activities
- Appropriate comfortable clothing suitable for sport activities
- Any medicines or medical equipment required (see medical notes below)

B. Medical – medication, general hygiene, emergencies

- PCYC NSW staff can only administer medications that are in the original packaging with original pharmacy label, or a script signed by a medical professional. We cannot administer medication without this information.
- Program staff will administer basic first aid where required and PCYC NSW has the right to contact an ambulance if deemed necessary by the staff.
- If a participant becomes ill or is displaying signs of cold or flu like symptoms a staff member will contact parent/carer and discuss appropriate action in line with current Government COVID-19 protocols.
- In the case of an emergency, staff will directly contact the participant's emergency contacts on the membership form.
- All participants must complete a membership form for all relevant medical information

C. Booking and enrolment process

- Full payment must be made at the time of booking in order to secure your date/time.
- Any additional children that participate that have not been included in the original payment must be paid for on the day.
- Participant list must be provided to PCYC by no later than on the day of the party

D. Gymnastics bookings

- Full payment must be made at the time of booking in order to secure your date/time.
- Any additional children that have not been included in the original payment must be paid for one week prior to the day of the party as an extra gymnastics coach will be required.

E. Program code of conduct

- All participants must follow the rules set by PCYC NSW coaches during the program. Safety is always our priority and the rules set by the PCYC coaches reflect this.
- If a participant is displaying behaviour that is not safe and appropriate for the session and the other participants, a warning will be issued to highlight the behaviour is unacceptable and will not be tolerated. Upon repeat behaviour, PCYC staff will contact the parent/carer and discuss appropriate action. If more appropriate behaviour is not displayed and this affects the safety of other participants, the child's participation will be cancelled for the remainder of the session
- Any excessive rubbish left from party will incur an additional cleaning fee of \$50

F. Party cancellations

- Once booked in for a party, all bookings are non – refundable. Booking customer can be provided with 'family credit' to the value of booking if a valid medical certificate can be provided for the day scheduled to attend prior to the start of the day (but not for change of mind)
- A family credit booking can be used within 12 months from the date of issue, however, cannot be used to book into any program that is at full capacity. All bookings are subject to availability.