

PCYC BIRTHDAY PARTIES - BOOKING FORM

A PCYC Birthday Party package will include:

1. **1 hour** of instructor led activity provided by PCYC
2. **1 hour** for food and cake. Food and a juice box included for each party guest. Extra food and platters available at additional cost. All catering and food services provided by Jami's Kitchen – on site at PCYC Hornsby
3. Designated area for guests and refreshments
4. PCYC invitations provided
5. Event setup and clean up
6. Viewing allowed for parents to watch the fun

Birthday party package includes a **2-hour session** at \$35.00 per child (minimum 10 children).
Should you wish to extend the instructor led activity provided by PCYC you can enquire within.

Total number of participants: _____

Chicken Nuggets and chips	#:	Dietary restrictions must be enclosed
Cheeseburger and chips	#:	BYO food is not permissible
Veggie burger and chips	#:	Sunday surcharge (\$30) <input type="checkbox"/>

To order any additional food, drinks or platters, please email Jamie's Kitchen – jamieskitchen2065@gmail.com

Adult Platter – Chicken wraps x 10 (\$60)	Softs Drinks (\$2 per child)
Adult Platter – Veggie wraps x 10 (\$60)	Lolly bags (\$7 per child)
Adult Platter – Souvlaki (Lamb & Chicken) x 8 (\$60)	Piñata (\$30)
Platter – Seasonal Fruit (\$80)	
Platter – Assorted Desserts (\$60)	

Please select a party option: you may pick up to 2 party options

Gymnastics <input type="checkbox"/>	Trampolining <input type="checkbox"/>	Parkour <input type="checkbox"/>	Nerf Wars <input type="checkbox"/>
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Preferred date of party: ___/___/___ Date will be confirmed by PCYC

Time of party (Please circle):	SATURDAY 1pm – 3pm 2:15pm – 4:15pm	SUNDAY (\$30 surcharge) 10:00am – 12:00pm 11:15am – 1:15pm	12:30pm – 2:30pm 1:45pm – 3:45pm
<i>Access to the youth hub during the first hour is only guaranteed at the first party of the day</i>			

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

Please email this booking form to: birthdaypartieshornsbym@pcycnsw.org.au

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

A. On the day

Any children attending under the age of 5 years must have a parent or carer on the floor with them to assist as required.

Participants are required to bring:

- Socks to wear on gymnastics equipment
- Runners are required for parkour parties.
- Comfortable, non-baggy clothes, no belts, studs, or buckles.
- 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.

C. Booking and enrolment process

- A minimum deposit of \$100 must be paid to secure your date/time (the remaining amount must be paid 1 week before the party).
- No additional attendees can be added after the final details have been confirmed and the final payment has been made
- Participant list must be provided to PCYC by no later than 48 hours prior to the party

D. 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/carers 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

E. Party cancellations

- Once booked in for a party, all bookings are non – refundable, including deposit. 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.

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