

PCYC BIRTHDAY PARTY BOOKING FORM

A PCYC Birthday Party package will include:

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

Birthday Party package includes a 2 hour session with a dedicated staff member for \$31.95 per child (minimum 10 children).

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

Extra Drinks (\$2 per child) <input type="checkbox"/>	Total number of participants: _____
Lolly bags (\$5 per child) <input type="checkbox"/>	Chicken Nuggets and chips #:
Birthday cake (\$30, serves approx. 12) <input type="checkbox"/>	Cheeseburger and chips #:
Piñata (\$30) <input type="checkbox"/>	Vege burger and chips #:
Adult Platter – Vege wraps x 10 (\$50) <input type="checkbox"/>	Sunday Surcharge \$30 <input type="checkbox"/>
Adult Platter – Chicken wraps x 10 (\$50) <input type="checkbox"/>	Cake must be ordered at least 10 days before party. Please advise of any dietary requirements.
Adult Platter - Souvlaki (Lamb & Chicken) x 8 (\$50) <input type="checkbox"/>	Total: _____

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"/>
-------------------------------------	---------------------------------------	----------------------------------	------------------------------------

Preferred date of party: ___/___/___ Date will be confirmed by PCYC

Time of party (Please circle):	SATURDAY	SUNDAY (\$30 surcharge)	
	1pm – 3pm 2:15pm – 4:15pm	10:00am – 12:00pm 11:15am – 1:15pm	12:30pm – 2:30pm 1:45pm – 3:45pm

Contact details

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

Total amount to be paid: \$ _____

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

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 in order to secure your date/time (the remaining amount must be paid within 48hrs of the party commencing).
- 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 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/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

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.

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.

BIRTHDAY PARTY PAYMENT:

Office Use only:			
Deposit paid: \$	Date:	Confirmed by:	
Remaining balance 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

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.