

Birthday Party Booking Form



POLICE CITIZENS
YOUTH CLUBS NSW

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

Booking Details

_____	_____	_____	_____
Birthday Child's Name	D.O.B	Party Date/ Time	Birthday Theme
_____	_____	_____	_____
Parent Name	Contact Number	Address	Email

Standard Party Options

<input type="checkbox"/>	Disco Party Saturday: 10:30am-12:30pm	<input type="checkbox"/>	Ball Sports – General Saturday: 10:30am-12:30pm	<input type="checkbox"/>	Laser Tag Saturday: 10:30am-12:30pm	\$280 (up to 12 children)	A
<input type="checkbox"/>	Nerf Gun Wars Saturday: 10:30am-12:30pm	<input type="checkbox"/>	Novelty Games Saturday: 10:30am-12:30pm		Kinder Gym Saturday: 10:30am-12:30pm		

* If we can accommodate a later time slot outside of our usual operating hours, it will incur a \$50 fee

Party Add on

ADD ONS		COST	QTY	AMOUNT
<input type="checkbox"/>	Extra child – Additional \$17.50 per child	\$17.50		
<input type="checkbox"/>	Food Package: Party Pies & Sausage Rolls, Frankfurts, Lollies, Chips, Soft Drinks (serves 12)	\$60		
<input type="checkbox"/>	Lolly Bag (per child)	\$6		
<input type="checkbox"/>	Ice cream cake – (serves 12)	\$20		
<input type="checkbox"/>	Pinata filled with lollies (if in stock)	\$75		

Total Cost (A + B)
= \$

Office Use only:

Deposit paid: \$	Date:	Confirmed by:	
Booked in POS Facility Scheduler	Date:	Confirmed by:	
Invitations Completed	Date:	Confirmed by:	
Staff confirmed for party:	Date:	Confirmed by:	
Confirmation email sent to parents	Date:	Confirmed by:	
Remaining balance paid: \$	Date:	Confirmed by:	
Payment method:	CASH	CARD	FAMILY CREDIT

TERMS AND CONDITIONS

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

- A minimum deposit of \$100 must be paid to secure your date/time (the owing amount must be paid no later than 48hrs before the scheduled date of the party)
- 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. 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.