



## PCYC BIRTHDAY PARTY BOOKING FORM

A PCYC Birthday Party package will include:

1. Dedicated party host
2. Full use of facility and appropriate equipment included
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 with a dedicated staff member for \$300 (up to and including 15 participants). See below for addition numbers

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

Extra child (\$10 each) <input type="checkbox"/>	Total number of participants: _____
Drinks (\$4 per child) <input type="checkbox"/>	Total: _____
Lolly bags (\$5 per child) <input type="checkbox"/>	Total: _____
Birthday cake (\$30, serves approx. 12) <input type="checkbox"/>	Total additional amount: _____

Your Birthday party can include the following activities (max 3):

Kinder gym <input type="checkbox"/>	Soccer <input type="checkbox"/>
Basketball <input type="checkbox"/>	Nerf Wars (Won't include other options) <input type="checkbox"/>
Volleyball <input type="checkbox"/>	Pickleball <input type="checkbox"/>
Netball <input type="checkbox"/>	Other - <input type="checkbox"/>

Date of party: <u>Include multiple options</u>	__/__/__		
Time of party (Please select):	9am – 11am (Sat) <input type="checkbox"/>	9am – 11am (Sun) <input type="checkbox"/>	
	11am – 1pm (Sat) <input type="checkbox"/>	11am – 1pm (Sun) <input type="checkbox"/>	
	1.30pm – 3.30pm (Sat) <input type="checkbox"/>		

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

**Total amount to be paid: \$ \_\_\_\_\_**

## **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 in order 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.

**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 DEPOSIT AND RECEIVED AN EMAIL CONFIRMATION FROM PCYC (*insert club name*). PLEASE ENSURE YOUR EMAIL ADDRESS ON THIS FORM IS CORRECT.**

**BIRTHDAY PARTY PAYMENT ONLY:**

<b>Office Use only:</b>			
<b>Deposit paid: \$</b>	<b>Date:</b>	<b>Confirmed by:</b>	
<b>Remaining balance paid: \$</b>	<b>Date:</b>	<b>Confirmed by:</b>	
<b>Staff confirmed for party:</b>	<b>Date:</b>	<b>Confirmed by:</b>	
<b>Membership forms completed for all participants:</b>	<b>Date</b>	<b>Confirmed by:</b>	
<b>Payment method:</b>	<b>CASH</b>	<b>CARD</b>	<b>FAMILY CREDIT</b>

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