



BIRTHDAY PARTY BOOKING FORM

What's included:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Contact details

Parent name/s	Birthday child name
Contact number	Date of birth
Email address	Age range of participants
Residential address	
Requested date	Requested time

I, the parent / guardian, have read and agree to the terms and conditions outlined on the reverse.

Date

\$
\$
\$
\$

\$
\$
\$
\$

Total price



All bookings are confirmed upon payment and written booking confirmation from PCYC

Signature

PCYC NSW BIRTHDAY PARTY TERMS & CONDITIONS

Booking Process

- All Birthday Party attendees must be a current PCYC member to take part in the birthday party
- Membership Forms must be returned 5 days prior to the Birthday Party.
- Full payment for the birthday party package and add ons is required upon booking.
- Any add ons or upgrades to a birthday party package (to allow for further guests) after the initial payment are at the discretion of the Birthday Party Coordinator or Club Manager.
- To ensure the birthday party is delivered safely and in line with the current PCYC staff to participant ratio, **no additional attendees** can be added on the day of the party.

Prohibited

- Prohibited drugs, cigarettes and alcohol are not allowed on PCYC premises and any person found using or in possession of these items may be removed from the Centre. If prohibited drugs are found they will be reported.

Health, Safety, Emergencies and Risk

- Attendees remain under the care and safety of the booking parent/guardian who must remain on PCYC premises during the full length of the birthday party.
- Children at risk of anaphylaxis need to bring their own medication.
- PCYC staff that hold senior first aid accreditations and can administer first aid if required. If your child requires medical assistance an ambulance may be called.
- Except for any liability which cannot be excluded by law, PCYC is not liable for any loss or damage suffered by any person as a result of that person's participation.

Cancellations

- Upon booking, all birthday parties are non-refundable for change of mind.
- At the club managers discretion and where a valid medical certificate can be provided, the birthday party can be postponed or 'family credit' can be applied at the value of the birthday party. Family credit can be used within 12 months from the date of issue.

Code of Conduct

- PCYC wants to create a respectful and inclusive environment and require that all attendees follow the direction and instructions from staff.
- Birthday Party attendees are committed to the mission of Police Citizens Youth Clubs NSW Ltd (PCYC NSW) to provide recreational activities including sports, arts and life skills that offer young people the chance to lead and enjoy a good life. In participating in a PCYC NSW Birthday Party, attendees agree to: **Respect the rights and dignity of all members, participants and the wider community; Do not abuse or harass others with actions or words, place them in danger, treat them in a discriminatory way, or take advantage of them; Respect the privacy of other members; Help us provide a safe environment and safe activities; Let us know if things are broken; Report problems or behaviour that put yourself, or others, at risk of harm or abuse; A drug, alcohol and smoke-free PCYC NSW; A zero-tolerance policy on prohibited drugs, stimulants, steroids or doping for physical performance and; Follow all PCYC NSW rules and policies.**

On the Day

- Attendees under the age of 4 years must have a responsible person with them to assist as required by PCYC staff.
- Any excessive rubbish left from party will incur an additional cleaning fee of \$100.
- Where damage to PCYC property occurs as a result of the birthday party, the cost of repair may be incurred.

Birthday party attendees are required to bring