



PCYC LAUNCESTON BIRTHDAY PARTY BOOKING FORM

Date of Party: / /

Time (*please circle*)

11:00am – 1:00pm 2:00pm – 4:00pm

*All party times allow for strictly **15 minutes** only for set up and pack up. Time slots cannot be changed.*

** Rock wall & Archery session times depend on court availability.*

Type of party (*please circle*)

Trampolining Archery Tag Rock wall

Number of children* (*please circle*)

1-12 13-20 21-30 31+

** Please note that Archery Tag can have up to 12 kids playing at once. We can certainly have more attend however a sub-in system will be used throughout the party so each child has an opportunity to play each game parties may*

Name of birthday child	Age of birthday child
Parent name	Contact phone number
Email address	

Party games: (for trampolining party only)

*Parents organise all prizes for games selected, PCYC will run the activity (*please circle*)*

Obstacle Course Pass the parcel Musical Hoops Treasure Hunt (*bring wrapped lollies*)

PARTY CONDITIONS

1. The Party Supervisor will outline the party rules to help keep participants and equipment safe.
2. Please see the PCYC waiver that you agree to abide by when booking.
3. No flips or somersaults will be allowed without prior agreement with PCYC staff.
4. Rock Wall parties must have parents available to Belay the ropes. Parents will be taught how to belay on the day.
5. Children under 4 years old must always be accompanied by an adult.
6. No food or drinks on the equipment or on the Basket Ball Court.
7. No smoking or alcohol allowed on premises.
8. Party Hosts can arrive 15 minutes before the party to set up and have 15 minutes after to pack up to allow for smooth transition between Birthday Parties. This is non-negotiable.

Party Host Signature:	Date:
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PCYC LAUNCESTON BIRTHDAY PARTY BOOKING FORM

Payment details

The service fee must be paid as a **deposit** to secure your party time and date.

Date paid – <i>Staff to fill in:</i> / /	Office Use
Payment method – <i>Staff to circle</i> CASH EFTPOS MOTO	

NOTES: The balance of payment MUST be paid **prior** to the party start time. Once you have paid you will be given wrist bands for each child you have paid for. If you require more wrist bands, you must come down to reception to pay for extra children before they can start the activity.
It is common for siblings and friends to join in on the day without you having planned their attendance. If this is the case, we will not be able to have extra children outside of the booking number so please plan ahead.

You are allowed **strictly** 15 minutes to set up and pack up either side of your party time. You will be required to wait downstairs until the set up time has started.
 If you would like to stay and chat with friends/family, please ensure everything is packed up upstairs within the 15 minutes time frame and then proceed downstairs to our foyer.
 If you would prefer the balance to be paid via credit card details, please fill them out below and reception will organise it to be taken from your credit card.

Card Number: _____ (CCV ____)

Expiry Date: __ / ____

Card Name: _____

Cardholder signature: _____

Receipt Requested: Yes No (please circle)

Requests/notes for the party
We will do our best to meet your requests

HOW DO I BOOK A PARTY @ PCYC?

- Contact PCYC to check available timeslots on the day.
- Complete the booking form and pay the deposit to secure your booking.

PCYC LAUNCESTON BIRTHDAY PARTY BOOKING FORM

- Do **NOT** send out your invitations until your paperwork has been lodged with us, your deposit has been paid and we have confirmed your party time & day.
- Email PCYC 7 days prior to confirm number of children. If you require more children than what you have booked for, we will do our best to find a coach and will confirm with you if we have approved the extra numbers. We have the right to say no due to coach availability.

WHAT DOES THE PCYC BIRTHDAY PARTY INCLUDE

- Supervised free play in our Trampoline Room or Basketball Court. Parents are not to assume they also have access to the gymnastics room unless specifically requested or unless the party booking is made for 25+ children.
- Time allocated throughout the booking for games/food/drink/presents
- Tables and seating
- Kitchen facilities (upstairs), including oven, microwave, fridge
- Invitations on request – these emailed to you or printed on card for a small donation.

COST

- 2 hours booking for to 1 to 12 children - \$ 250.00
- For 13 to 20 children - \$450
- For 21 to 30 children - \$675
- 31 participants plus – price on application
- If you have more than allocated children attending, please inform us 7 days' prior so we can arrange extra staff.
- DEPOSIT: Relevant service fee
- BALANCE OF PAYMENT: the payment balance must be paid at reception PRIOR to the party start time.
- If you require invitations, we will happily send you an email with a word document to print your own. We can print them for you at reception for a small donation.
- We will **NOT** allow extra children to attend a birthday party. It is the parent/guardian's responsibility to book the appropriate number of children. If you require extra children, you must email us **at least** 7 days prior to the birthday party. Depending on our staff availability it may or may not be approved.

PARTY TIMES:

- Strictly 15 minutes set up
- 2 hours of activities with games/food/present time as per your request. Please fill in any requests in the notes section of the booking form.
- Strictly 15 minutes pack up. If you would like to stay and chat with friends/family, please ensure everything is packed up and then move downstairs where the air hockey/table tennis is. Please be aware of our opening hours.

CATERING: WHAT DO YOU NEED TO PROVIDE?

- Birthday cake, candles, matches
- Party food and drinks
- Prizes for any games you wish to run
- Serving plates and bowls and utensils and party decorations including tablecloths.
- Serviettes, party bags etc

PARTY ACTIVITY EQUIPMENT

- PCYC equipment cannot be used until the PCYC instructor starts the party.

NOTES FOR ATTENDEES

- Children should wear comfortable clothing that is easy to move in (no zips, buttons, belts, jeans, jewellery)
- Long hair must be tied back for safety reasons
- Socks are always to be worn on the trampolines
- Adults are welcome to stay and be on the floor but for safety reasons must not use the trampolines
- Children UNDER 4 years of age must always be accompanied by a parent
- No food, drink, or shoes in the equipment area
- PCYC is a smoke and alcohol free zone.

WHAT IF I NEED TO CANCEL THE BOOKED PARTY

- Your non-refundable deposit covers the cancellation fee.