



## **Birthday Parties Terms and Conditions**

### **A. YOUR BOOKING**

- Bookings need to be made via phone or at the front desk and payment must be made at the time of booking to secure a date and time.

#### **We need the following details to set up an account on our system:**

1. Your first and last name
  2. Your mobile number
  3. Your email address
  4. Your child's first and last name
  5. Your child's date of birth
- Once payment is processed, you'll receive a confirmation email for your booking (please ensure to check your email inbox and junk folder). You will need to reply to this email, confirming that you have read and agree with these terms and conditions, so that you fully understand your obligations and liabilities when hiring our facilities. Your booking confirmation will also contain a spreadsheet template to record the participants' basic information and a medical form attachment.

#### **The person booking the party will be the main point of contact and is responsible for:**

1. Providing a list of children attending the party on the spreadsheet made available before the party begins, declaring any medical conditions. Should a child have a medical condition, their parent or carer is also expected to fill in a medical form to provide us more information before participating, to help us support and safeguard them throughout the activities. Should a child have a severe condition or additional need and not be able to participate in activities independently or go to the toilet on their own, we kindly ask their parent or carer to remain on site for the duration of the party and be prepared to enter the gym to assist their child if needed. Prime Acrobatics staff will not support a child going to the toilet.
2. Having a list of emergency contacts for the participants should a call need to be made and should the parent or carer not remain on site.
3. Seeking photo permission for each participant.
4. The food or beverages they provide and serve to their guests, as well as making sure it does not contain ingredients with the potential to cause harm to others, such as an allergic reaction, etc. No alcohol is permitted.

#### **We cannot allow any adults in the gym space, except:**

1. The birthday child's parents/carers to take photos or videos;
2. A parent/carers that is supporting a participant due to their additional needs

## **B. CHARGES**

- A booking covers up to a maximum of 20 children, and including the birthday child (aged 4-12 years old) for a cost of £250.00
- Our parties do not extend to pre-school and those under school age.
- We encourage the participants to be of similar age to help our team structure activities accordingly.
- Only those declared by the hirer can take part in our activities, and no adults are to use the equipment at any time.

## **C. YOUR HIRE (INCLUSIONS)**

- Your hire includes a semi-structured party, which includes warm up games and activities, followed by some supervised play and a group cool down, all of which is guided by our experienced British Gymnastics qualified staff.
- Time in the gym is then followed by 30 minutes in our upstairs cafeteria area to provide your own refreshments.
- The birthday child will receive a birthday card and a Prime Acrobatics gift.
- The birthday child will also receive 50% off a taster session for one of our regular classes (to be used within two months of the party date)

## **D. YOUR HIRE (EXCLUSIONS)**

- We do not provide refreshments or accept any liability for accidents.
- The use of our kitchen area in Camberley is **not** included. You have access to water from the sink, but please bring anything else you need with you, including water jugs/plastic drinking cups/cake knife and plenty of dustbin bags. We do not have any crockery or cutlery available.
- We do not provide party decorations, including tablecloths. We have a small fridge available; please be aware this may not hold a large food/large cake.

## **E. ARRIVAL AND DEPARTURE TIMES**

Our party times are:

### **Saturdays**

**Timeslot: 4:00pm to 6:00pm**

- Arrival for setup from 4:00pm
- Time in gym = 4:15pm to 5:15pm (1 hour)
- Time in cafeteria = 5:15pm to 5:45pm (30 mins)
- Cleanup complete and all guests departed by 6:00pm

We ask you to please leave the designated area by the vacating time and exit our facility promptly to allow us to prepare for the next hirer.

## **F. FOOD, DECORATION & RUBBISH REMOVAL**

- You are given a **maximum** of 15 mins to clear away, wipe tables, mop up, Hoover and/or sweep the floor in the upstairs party area after your party has finished.
- Any food and decorations supplied by the party organiser must be taken down and taken away upon leaving.
- Rubbish is to be placed in the refuse bins outside and not left on the premises or car park. Our bins inside the building are not large enough to hold all party waste.
- We kindly ask that you do not tie balloons outside the building or attach any banners to the walls with Sellotape – blue tack only.

## **G. CANCELLATIONS AND REFUNDS**

Should you wish to cancel your booking a partial refund will be issued in line with the amount of notice provided:

- More than two weeks from booking date: 50% refund
- 1-2 weeks from booking date: 25% refund
- Less than 1 week from booking date: **NO** refund

## **H. OTHER**

- We actively encourage photos and videos to be taken and shared across all media platforms by the hirer.
- We kindly ask you to provide each child a Prime Acrobatics flyer on their way home.



## **PARTY RULES**

Your party will be under the careful supervision of qualified staff and structured to allow children to explore our wonderful equipment safely. All gymnastics activities carry an element of risk and we, therefore, put rules in place to help keep everyone safe.

It is important that our coaches' instructions and safety rules are followed at all times, and should any child not adhere to these, and is potentially putting themselves or others at risk, they may be asked to stop participating.

We kindly ask you to share these among those attending the party on the day.

1. Everyone is encouraged to join activities, but participation is optional.
2. No child is allowed to leave the gym without permission from a coach.
3. No food or drink is allowed in the gym at any time.
4. Attire:
  - Participants must wear comfortable athletic clothing, such as leotards/t-shirt and shorts/leggings. No dresses, skirts, crop tops, hats, denim or other non-stretch materials and items such as belts and buckles.
  - No jewellery, watches, or loose accessories are permitted during the gymnastics session.
  - Shoes are not allowed in the gym, and these can be left in the designated cubby holes. Barefoot is preferred for better grip.
  - Hair must be tied back and not covering the face.
  - No facepaint
5. Use of Equipment:
  - One child on the trampolines at all times
  - No burrowing yourself in the pit
  - No jumping on each other in the pit
  - No kicking or throwing the equipment
  - Must always travel in the same direction along the tumble tracks.
  - No somersaults without a coach's permission.
6. Conduct
  - No pushing
  - No running
  - No use of foul language
  - Participants must follow coaches' instructions at all times and stop if they are told to.
7. Other
  - We kindly ask you to respect our furniture and not stand on any tables or chairs.
  - Entry into our creative wing (studio) upstairs is not allowed at any time.