

The Y BANKSTOWN CITY

PARTY POLICIES AND PROCEDURES

The following is a list of the Y Bankstown City's Policies and Procedure for parties:

1. Please ensure you physically visit the YMCA to fill out your party form and pay the \$50 deposit to secure your party date. If you do not come to the Centre and you have enquired over the phone, please do not assume your party is going ahead.
2. All children (including siblings) who participate or use equipment must be paid for at the end of the party.
3. Any child under the age of 5 years old must be accompanied by an adult otherwise they cannot participate.
4. Your party hour begins at the allocated booking time.
5. No one is to be in the gymnasium/rock wall room without a staff member.
6. Food time is in the last 1 hour of your party.
7. Please clean up after yourself when handling food.
8. Absolutely no food is to be taken into the gymnasium. Water is permitted ONLY in the seating area. No drinks at all on the mats.
9. No sparklers allowed on cake or in party room.
10. No shoes to be worn on the equipment. No socks; slipping hazard in gymnasium. Shoes and socks required for rock wall.
11. Birthday party numbers must be confirmed one week prior to party date to the administration staff.
12. If needing to change a child's nappy, please use the baby change room located to the right of disability toilet near entrance.
13. Please only arrive half an hour prior to party start time for party setup as there will be no staff members available before this time.
14. Once your party time is finished, you may not re-enter the gymnasium/fitness room. If you do stay longer than your allocated time, a fee of \$15 will be charged for every 15mins you stay.
15. Please sign below to confirm you agree on our terms and conditions and return this form to admin one week prior to the party date.

Date of Party: _____
Number of Children: _____
Staff Name: _____
Staff signature: _____

Time of Party: _____
Child Name: _____
Parent Name: _____
Parent signature: _____