

# Inland Empire Gymnastics Academy

## Birthday Party Facts and Contract

We hope that you and your child have a wonderful experience at your Inland Empire Gymnastics Academy birthday party. To ensure that it is a special day and that all goes well, we ask that you be aware of the following details and procedures:

1. **PARTY DETAILS AND PRICING:** All birthday parties at IEGA are 1½ hrs. in length. 1¼ hrs. of Party and Play in the gym, with all games and activities planned and led by our amazing coaching and birthday party staff, plus 15 minutes of Cake and Celebration in the Party Room. We offer two different party packages, Traditional and Extreme, and three different party sizes to meet your family's needs and budget.

Traditional Party Package – In addition to planning and leading all the games and activities and providing invitations for you to send to your guests, you will have exclusive use of our Birthday Party Room for Cake and Celebration, which includes: tables, chairs, tablecloths, tableware, birthday party room decorations, and water for all the **Birthday Party Guests\***, and a birthday medal for the Birthday Child.

- *Small Traditional Party Package (Up to 10 Guests, including Birthday child) - \$300*
- *Medium Traditional Party Package (Up to 20 Guests, including Birthday child) - \$375*
- *Large Traditional Party Package (Up to 30 Guests, including Birthday child) - \$475*

Extreme Party Package – Our Extreme Party Package makes it easy on you! Come celebrate with your child and leave everything to us! In addition to all the basics that come with a Traditional Party, this package also includes a colorful cake and ice cream to be served during Cake and Celebration, and fun party favor bags for all your **Birthday Party Guests\*** to take home.

- *Small Extreme Party Package (Up to 10 Guests, including Birthday child) - \$375*
- *Medium Extreme Party Package (Up to 20 Guests, including Birthday child) - \$450*
- *Large Extreme Party Package (Up to 30 Guests, including Birthday child) - \$550*

In both Party Packages, **\*BIRTHDAY PARTY GUESTS ARE DEFINED AS THE CHILDREN WHO HAVE BEEN PAID FOR IN THE PARTY PACKAGE SELECTED.** Access to the gym and all party games, activities, and supplies (tables, chairs, tablecloths, tableware and water) are only provided for those numbers. Other adults (grandparents/aunts and uncles, parents of Birthday Party Guests, etc.) or non-participating children are welcome to attend and additional seating in the party room will be provided, however they will be able to be out on the gym floor.

INITIAL \_\_\_\_\_

2. **RESERVATIONS, DEPOSIT AND CANCELLATION POLICY:** A non-refundable \$150.00 deposit is required to book your party date. If for some reason we are unable to fully staff your party for your desired date, or able to find an alternative date, IEGA will refund the deposit. Once your party is confirmed, a signed Birthday Party Contract (this document) must be returned to Inland Empire Gymnastics Academy and a credit card placed on file, which can be done in person or online through the Parent Portal. IEGA has a 2-week cancellation policy. If you cancel within two weeks of the party, the nonrefundable deposit may be applied to future parties, events or tuition at IEGA. For any party cancelled after the 2-week deadline, an additional \$50.00 will be charged to your account, unless another party can be scheduled.

INITIAL \_\_\_\_\_

3. **ADDING ADDITIONAL TIME:** Need a little extra time? On select Saturdays and Sundays, IEGA is able to extend parties to 2 hours. The additional 30 minutes is broken down as follows: 15 minutes of additional Cake and Celebration time and 15 minutes for opening presents on site. Cost: **Additional \$55.00.**

INITIAL \_\_\_\_\_

4. **FINAL PAYMENT:** Your on-file credit card will be charged the Monday BEFORE the party. If you wish to pay in cash or with a check, or with a different credit card, this must be done prior to the Monday BEFORE the party.

INITIAL \_\_\_\_\_

5. **GRATUITY:** We sincerely hope that your child's celebration at IEGA is memorable and that our staff goes above and beyond to make your son or daughter's day a blast. Gratuity for Birthday Staff IS NOT included in the above cost and, if you so desire, can be given directly to them after the party has concluded.

INITIAL \_\_\_\_\_

6. **PARTY DAYS AND TIMES AVAILABLE** (unless otherwise indicated on the IEGA Parent Portal)

_____ Saturday	3:00 PM - 4:30 PM	_____ Sunday	1:30 PM - 3:00 PM
		_____ Sunday	3:30 PM to 5:00 PM

**PARTY SCHEDULE**

Sample 1½ Hr. Party Schedule:

1:15 PM	<i>Birthday Party Family Arrives</i>
1:30 PM – 2:30 PM	<i>Party and Play In the Gym</i>
2:30 PM – 2:45 PM	<i>Cake and Celebration in the Birthday Party Room</i>
2:45 PM – 3:00 PM	<i>Free Play in the Gym and a Birthday Good-bye</i>
3:00 PM – 3:15 PM	<i>Party Guests and Birthday Family Depart</i>

Sample 2 Hr. Party Schedule:

2:45 PM	<i>Birthday Party Family Arrives</i>
3:00 PM – 4:00 PM	<i>Party and Play In the Gym</i>
4:00 PM – 4:30 PM	<i>Cake and Celebration in the Birthday Party Room</i>
4:30 PM – 4:45 PM	<i>Free Play in the Gym and a Birthday Good-bye</i>
4:45 PM – 5:00 PM	<i>Present Opening</i>
5:00 PM – 5:15 PM	<i>Party Guests and Birthday Family Depart</i>

The IEGA staff will be cleaning and prepping for your child's party one hour before your celebration begins. The Birthday Family is asked to arrive 15 minutes prior to the start of your party to greet your guests as they arrive. The IEGA staff will do all the clean up after the party and because we are on a schedule and may have other parties after your, all guests and the party family must be out of the gym within 15 minutes of the conclusion of the party. Please remind your party guests of these time restrictions, primarily so they don't miss the fun, and because you will be responsible for all children at the end of the party.

INITIAL \_\_\_\_\_

7. **INVITATIONS AND LIABILITY WAIVERS:** IEGA will provide birthday invitations for you to send to your Birthday Party Guests. These invitations include a map to the gym and the necessary IEGA Event Release Form. All birthday party guests are required to bring a signed liability waiver to the gym. Guests will NOT be allowed to participate on the gym floor without a liability release signed by their parents. We will have extra waivers available at the gym, however a parent must be present to sign.

The week prior to the party, our Birthday Staff will email you a Birthday Party Email Reminder that you can send out to all your guests. The email will remind them of the date and time of the party, how to get here and encourage parents to go online to our Parent Portal to electronically sign our Liability and Release form, making check in at the party fast and easy!

INITIAL \_\_\_\_\_

8. **DECORATIONS AND FOOD:** For both party packages, Traditional and Extreme, IEGA will provide tables, chairs, tablecloths, tableware, birthday decorations, and water for all the Birthday Party Guests, as well as chairs around the outside of the room for non-participating attendees. When you arrive at the gym, the Party Room will be festive and ready for you and your guests to celebrate!

**For the Traditional Party Package:** The Cake and Celebration portion of the party is only 15 minutes long, so unless you have extended your party, which will include an additional 15 minutes for Cake and Celebration, we highly recommend keeping it simple and just doing Cake and Ice Cream. What your Birthday Child and his or her guests want to do most is play, so the bulk of the party is doing just that. If you want to serve something beyond dessert, pizza is an easy option and Costco, Sam's Club and Dominos are located close to the gym. *(We have a refrigerator and freezer available for keeping refreshments cold or frozen prior to your party.)*

**For the Extreme Party Package:** We will have your Cake and Ice Cream ready to go when you arrive and any additional Add-Ons that you have selected. Again, unless you have extended your party an additional 30 minutes, we highly recommend keeping it simple as what your Birthday Child and his or her guests want to do most is play. If you want to add something beyond what is provided and available with this package, pizza is an easy option and Costco, Sam's Club and Dominos are located close to the gym. *(We have a refrigerator and freezer available for keeping refreshments cold or frozen prior to your party.)*

INITIAL \_\_\_\_\_

9. **NON-PARTICIPATING PARTY ATTENDEES AND BIRTHDAY PARTY GUESTS UNDER THE AGE OF 3:** Parents of Birthday Party Guests, family members and non-participating siblings (younger or older) may only come on to the gym floor during the final 15 minutes of the party for the purpose of observing and taking pictures. These attendees are NOT allowed on any of the gymnastics equipment, as it is a restriction of our insurance company. We thank you for your complete cooperation and helping your guests to understand this policy as well.

Any child under the age of 3, who is attending the party as a participating guest, must have his or her parent on the floor with them at all times. Please inform the parents of birthday guests under the age of 3 of this requirement.

INITIAL \_\_\_\_\_

10. **PARTY CHECK LISTS:** Below you will find checklists of the things IEGA will provide for your child's birthday and other things that you will want to bring, depending on which party package you have selected:

**Traditional Party Package**

Provided by IEGA

- Tablecloths
- Tableware (*Birthday Party Guests only*)
- Decorations
- Water (*Birthday Party Guests only*)
- Cake Knife
- Ice Cream Scoop
- Lighter

**Extreme Party Package**

Provided by IEGA

- Tablecloths
- Tableware (*Birthday Party Guests*)
- Decorations
- Water (*Birthday Party Guests only*)
- Cake Knife
- Ice Cream Scoop
- Cake
- Ice Cream
- Candles
- Lighter
- Party Favor Bags (*Birthday Party Guests only*)
- Special Gift for the Birthday Child

Provided by Party Family

- Cake
- Ice Cream
- Candles
- Party Favor Bags

**INITIAL** \_\_\_\_\_

I/We have read and understand all of the above information about holding a birthday party at Inland Empire Gymnastics Academy, including the rules and regulations that must be adhered to by our birthday party guests to ensure that everyone has a fun and safe time. I/We also agree to inform our guests about the rules and regulations and assist Inland Empire Gymnastics Academy staff during the party as needed to assure that the rules are followed.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

If you have any questions or to book your party, please call  
 Inland Empire Gymnastics Academy at (909) 383-6655.  
**Inland Empire Gymnastics Academy**  
**263 W. Orange Show Lane, San Bernardino, CA 92408**

**FOR OFFICE STAFF ONLY – PLEASE PRINT CLEARLY**

Birthday Child's \_\_\_\_\_ Turning What Age? \_\_\_\_\_

Member \_\_\_\_\_ Yes \_\_\_\_\_ No Date Membership Fee Paid \_\_\_\_\_

Parent(s) Names: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Birthday Party Confirmed Date/Time: \_\_\_\_\_

Age Range of Guests: \_\_\_\_\_ to \_\_\_\_\_

Number of Staff Required/Requested Staff: \_\_\_\_\_

**TRADITIONAL PARTY PACKAGE**

Party Size (Pick 1) \_\_\_\_\_ Small (Up to 10 Guests, including Birthday child) - \$300  
\_\_\_\_\_ Medium (Up to 20 Guests, including Birthday child) - \$375  
\_\_\_\_\_ Large (Up to 30 Guests, including Birthday child) - \$475

Primary Party Colors (Pick 2): Pink \_\_\_\_\_ Purple \_\_\_\_\_ Yellow \_\_\_\_\_  
Blue \_\_\_\_\_ Red \_\_\_\_\_ Green \_\_\_\_\_

Additional Water: \_\_\_\_\_ Yes \_\_\_\_\_ No # of cases: \_\_\_\_\_

**EXTREME PARTY PACKAGE**

Party Size (Pick 1): \_\_\_\_\_ Small (Up to 10 Guests, including Birthday child) - \$375  
\_\_\_\_\_ Medium (Up to 20 Guests, including Birthday child) - \$450  
\_\_\_\_\_ Large (Up to 30 Guests, including Birthday child) - \$550

Primary Party Colors (Pick 2): Pink \_\_\_\_\_ Purple \_\_\_\_\_ Yellow \_\_\_\_\_  
Blue \_\_\_\_\_ Red \_\_\_\_\_ Green \_\_\_\_\_

Cake Flavor \_\_\_\_\_ Vanilla \_\_\_\_\_ Chocolate \_\_\_\_\_ Marbled

Cake Upgrade \_\_\_\_\_ Yes \_\_\_\_\_ No Cake Size: ¼ Sheet \_\_\_\_\_ ½ Sheet \_\_\_\_\_

Ice Cream Flavor \_\_\_\_\_ Vanilla \_\_\_\_\_ Chocolate

Ice Cream Upgrade \_\_\_\_\_ Yes \_\_\_\_\_ No # of tubs: \_\_\_\_\_

Veggie Tray: \_\_\_\_\_ Yes \_\_\_\_\_ No

Fruit Tray: \_\_\_\_\_ Yes \_\_\_\_\_ No

Additional Water: \_\_\_\_\_ Yes \_\_\_\_\_ No # of cases: \_\_\_\_\_

Notes: