

## Guidelines for Your Birthday Party

1. All children must have a signed liability statement at the gym before participating in the party.
2. Children under the age of 3 must be accompanied by an adult and must stay with the party-goers and coach when on the gymnastics floor.
3. The number of party-goers counted towards the total includes any child on the gymnastics floor regardless of age.
4. **Adults are not allowed on the gymnastics floor** unless accompanying a young child (aged 18 months to 3 years), and are never allowed to play on the equipment. Children not yet walking should not be on the gymnastics floor (even in their parents' arms) for safety purposes.
5. Notification of number of children attending the party **must be received more than two weeks prior** to the party date.
6. Notification of **more** children attending the party **must be received more than two weeks prior** to the party date, otherwise an extra coach may not be able to commit to teach. The facility is not equipped to host parties with more than 35 children participating.
7. If the party-goers exceed the number originally reserved an added fee will be incurred.
8. Ending a party late will inconvenience parties scheduled after yours. If the party exceeds the scheduled time, you will be charged a fee for each additional 15-minute allotment.
9. If you need to cancel or change dates, please call as soon as possible. The deposit is non-refundable, and only transferable if changes are made more than three weeks prior to the party date.
10. The birthday child's family may arrive no earlier than 20 minutes before the start of the party to decorate the tables and chairs.
11. Remember to bring tablecloths, plates, bowls, cups, napkins, silverware, candles, matches, a cake knife, an ice cream scooper, and your camera!! We have a refrigerator and freezer but ice chests may be necessary.
12. No confetti. No glass bottles or alcoholic beverages.
13. The party will consist of 1½ hours of gymnastics FUN, and ½ hour for refreshments & opening presents. V-FORCE Elite is not responsible for lost or stolen items. Please check your presents before leaving the building.

**Your balance due to V-FORCE Elite on the date of the party.**

*Please make checks payable to V-FORCE Elite. We also accept VISA and MasterCard.*

*This sum does not include gratuity.*