

When a BIRTHDAY PARTY Books at Window, over Phone or ONLINE:

- 1) Make sure they chose the GYM they wanted (AH, NP or X)
- 2) All parties 1 hr 20 min on floor, then 40 min table time = 2 hrs
- 3) All parties include bounce house, paper goods, medal for BD child
- 4) Prices are for up to 15 children. Birthday child is FREE. \$12 per child after that. There is no maximum in AH or NP, but 22 is limit in X.
- 5) We need an idea of how many children they are expecting.  
If over 24, we need a 3<sup>rd</sup> coach.  
1-24 kids - 2 coaches,      25-36 kids - 3 coaches,  
37-48 kids - 4 coaches,      49-60 kids - 5 coaches
- 6) Tell them every child who attends needs a WAIVER. Child CANNOT participate without *ALL* info filled out & signed by their OWN parent.
- 7) *Children under 4 may NOT participate* in the Party (NOT EVEN SIBLINGS.) They will NOT be allowed on the gym floor at all. Can only stay in lobby or viewing room. Best not to bring them. This is a deal breaker for some people.
- 8) Parents of Guests CANNOT be on gym floor at all. Adults are NOT allowed on equipments or mats. Can only be in lobby areas and viewing room. (Exception: Parents of Party Child can go on Floor to take photos. Must sign Waiver.)
- 9) Tell them Party Director will be contacting them regarding party contract which must be signed and returned to ensure their booking.

**\*\*\*MAKE SURE TO GO OVER ALL THIS INFO WITH  
PARENTS WHEN THEY BOOK PARTY OR  
CALL IMMEDIATELY IF BOOKED ONLINE\*\*\***

**FOR OFFICE:**

1. Book party in class manager. Be careful of gym location, time and date.
2. Take FULL payment. Print out receipt.
3. Fill out booking form and file into birthday book. Attach receipt.
4. Write party on calendar. Black Sharpie main gym, red sharpie Parkour gym & purple sharpie is Happy Kidz Party (info on separate sheet)
5. Email info to Birthday Party Director immediately.