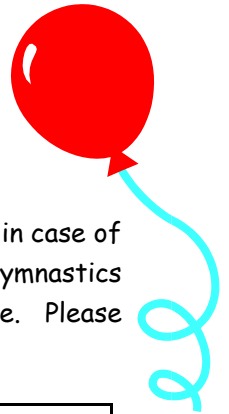




Duncan Dynamics Gymnastics Club

BIRTHDAY PARTY GUEST LIST



All attendees are insured for a one-time visit by Gymnastics BC in case of an occurrence. We are, however, required to collect the following information on behalf of Gymnastics BC who must provide it to AllSport Insurance in order to validate this insurance coverage. Please complete and return this form to the gym at least one week prior to your party. Thank you!

Name Party is Booked Under:			
Phone Number:		LOCATION: 2687 James street, Duncan BC	
Day/Date of Party:		Time of Party:	
	First Name & Last name	Age	Phone Number
1	Birthday Child:		
2			
3			
4			
5			
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4 BIRTHDAY PARTY CONFIRMATION & INFORMATION SHEET

Here are a few guidelines to ensure your party runs smoothly and is one to remember!

Thank you for booking your child's Birthday Party DDGC.

Up to 14 Kids(1-5yrs) or Up to 16 (6-12yrs)

Your Party Date: _____ Signature: _____

Party Format:

- ◆ Each party is 2 hours long
- ◆ The first hour is spent in the gym for structured gymnastics & games with our certified instructors
- ◆ The next 30 minutes is spent with parents in the party room for snacks, cake, etc. For the remainder of the party, it's back in the gym for more gymnastics & games in the gym.

What DDGC Provides:

- ◆ NCCP certified instructors & instruction in the gym.
- ◆ Party room with tables & chairs. There is also a microwave, countertop and a fridge with a freezer large enough for an ice cream cake.

Helpful Hints for Parents:

A birthday at DDGC is a fun, fitness activity. Please wear comfortable clothing - gym suit or shorts & a t-shirt and bare feet in the gym. Please tie back long hair and leave jewelry at home.

Only the children who are on the guest list are permitted in the gym. Parents of children 4yrs & up are asked to watch from the viewing area, as extra bodies in the gym can be distracting to the participants.

Please remember to clean tables and sweep floors. If you are the last party, it is important to clean-up quickly as our coaches may be coaching other classes after the party or be closing up the gym.



What You Provide:

- Please bring water bottles or cups. There is a water fountain in the hall to fill cups or bottles.
- Refreshments (cake, snacks, drinks), tablecloths, cutlery, etc.. Ordering in pizza is permitted. No alcohol please.
- Guest list with first and last names and ages of children attending. Please complete and email or bring in to DDGC by the Monday prior to your party date. (* All attendees are Insured for a one-time visit by Gymnastics BC. We are required to provide a list of participants to GBC. This list is for insurance purposes only. *Food, utensils, plates, table cloth & decorations (if desired) for party room.

Payment & Refund Policy:

- Full payment is required at time of booking
- If the party is cancelled 2 weeks or more prior to the party date, the fee will be refunded less \$30. No Refunds will be issued if the party is cancelled within 2 weeks of the booked date.
- If we need to re-schedule your party due to extraordinary circumstances (power outages, snow conditions

Safety Rules for Birthday Parties at

1. **Children under 4 must be accompanied by an adult.**
2. Please remain in the lobby area/ waiting room until instructors call participants into the gym. Birthday participants must be accompanied by an instructor when using the apparatus or when entering the gym.
3. Adults are **not** allowed to participate on the apparatus. The adult participant's role is to provide assistance to those children under 4 or for those children who are unable to participate on their own.
4. No alcohol allowed on the premises. No food or drink is permitted in the gym.
5. We ask hosts to start cleaning up 10 minutes prior to the end of the party.

I have read and understand the above information provided.

Signed: _____ Date: _____