**Birthday Party Terms and Conditions**

Terms and Conditions must be signed prior to the party and brought to the centre as a physical copy

If you have any questions regarding the following information, please do not hesitate to contact the centre on 9885 0333.

**Birthday Party Guidelines**

* Catering options are listed on the catering form and cannot be changed unless there is an allergy requirements
* **Party times are set for 90 minutes - we ask that all guests are to exit the party room as soon as the party concludes due to the space being used for other user groups.**
* Additional food and party decorations are allowed to be brought in on the day.
* **PLEASE NOTE: THE PARTY MUST BE NUT FREE. Due to allergy requirements.**
* All children will be required to wear an identifiable wrist band. This will be provided by the Birthday Party Leaders.
* The activities included in the party are directed at school (primary) aged children 5 to 10 years old. Stadium parties can be tailored for older children upon request.
* Upon arrival, please wait in the café area for the party leaders to greet you and direct you into the party room.
* All Guests and Party Hosts should arrive 5 minutes before the Party start time and should be in their bathers ready to get into the pool. The Party Room will only be made available 5mins before the start of the party. More time can be arranged upon request.
* **CHILDREN UNDER 5 –** Must be constantly supervised by a parent or guardian over 16 and remain within arm’s reach in the water and out of the water.
* **CHILDREN UNDER 10 –** must be accompanied into the facility and constantly supervised by a parent/guardian.
* Children under the age of 5 may attend the party, however they are not the Birthday Party Leaders responsibility to supervise and a parent MUST be in the water at all times with in arms reach.
* Up to two parties may overlap at the same time. Each party will have their own party leaders and their own space in the party with room. There is no interaction between either party.
* Less than 10 children can attend the party but a non-refundable deposit is required at the time of booking (**$320.00**), which is payment for 10 children. Bookings can only be made once the deposit is made.
* Confirmation of catering pack and numbers must be received by the Wednesday of the week prior to the party date. The number of children confirmed determines the total cost (**$32.00** per head).
* Once the numbers have been confirmed they **cannot** be changed. On the day of the party the remaining payment must be made at the **café** prior to the commencement of the party. The deposit covers the first 10 children then any children after that must be paid for in the final payment, as well as any extra catering.
* Any extra children who appear on the day and who have not been included in the final number of the party must also be paid for on the day, prior to the commencement of the party. Catering for these children is subject to availability.
* **Photography:** Please note that it is YMCA policy that photography on the pool deck is not allowed unless prior permission has been sought and gained from the centre’s manager.

The signing of these terms and conditions is an acceptance of the costs as well as agreeing to Ashburton Pool and Recreation Centres Birthday Party Guidelines.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand the conditions of usage at the Ashburton Pool and Recreation Centre facilities and take full responsibility for notifying the group of these conditions, which will be attending. I understand that the Ashburton pool and Recreation Centre, its officers, staff and agents, will not be held responsible for any occurrence within its control, which results in the injury to person, or property.

**Customer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**