

Dear Parent/Guardian

Thank you for choosing Pickering Athletic Centre to celebrate your child's birthday.

Your party is booked for _____ . The children will be in the gym from _____ to _____ .
Our party room will be available to you from _____ to _____ .

Please note any coupons must be presented at the time of your booking. If you require additional time in either the gym or party room, there is a rate of \$50.00+HST/half hour. This must be booked in advance.

We do require the Guest list form provided to be filled out and handed into the coach before anyone is allowed in the gym.

When you arrive the day of your party, please report to the office. At this time please provide the balance payment of your party and give the staff anything that requires refrigeration. The remainder of your supplies may be stored in the viewing area until your party room is ready.

You will be provided with a host/ess coach. He/She will bring the children to the party room after their gym time and assist you in any way.

In order to properly staff your party an employee from Pickering Athletic Centre will contact you a week prior to confirm the number of children attending. We must be provided with a final number 5 days prior to your party. If your numbers change after this date, Pickering Athletic Centre cannot guarantee you will have a suitable coach to child ratio.

If there are any children under the age of 2 ½ participating in the party they must be accompanied by an adult. The adult and child must stay with the group at all times.

If you are bringing in extra decorations, they must be preapproved and brought to the office 24 hours in advanced. All decorations must be fastened with painters tape only.

Pickering Athletic Centre will provide you with paper plates, styrofoam cups, napkins and plastic cutlery. You are responsible for your food and beverages. Pickering Athletic Centre aims to be a peanut free facility. If you are having food delivered, our address is 1503 Sandy Beach Road.

As per our policy, no photographs or videos are allowed to be taken in the gym. They may be taken in our party room.

Often there may be a party immediately following your own, so it is very important the party room be vacated promptly, in order that the host/ess coach has time to clean the room for our next guest. Your cooperation is greatly appreciated.

Pickering Athletic Centre is not responsible for lost or stolen articles.

If you have any questions, please give us a call at 905-839-5260.

I have read and understood the obligations and guidelines as set out above



Parents Signature

Birthday Party Information

Date of Party: _____ **Time of Party:** _____

Parent's Name(s): _____ **Phone Number:** _____

Child's Name: _____ **Age:** _____ **# of Participants** _____ **Age Range:** _____

Other Information (credit card information)

