

# TKG Birthday Party Info & Policies



**The Klub Gymnastics**

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## TKG Birthday Party

The birthday child and their guests - ages 4 years old and older will join our coaches on our programming floor for gymnastics and gymnastics activities while grown ups are invited to sit back and relax in our spacious and air conditioned party room. This time includes guided use of trampolines, beams, bars, foam pits, etc. Guests have the opportunity to jump, tumble and even learn a new gymnastics skill!

These parties run for 2 hours with 1.5 hours being on the programming floor and half an hour of food, cake and socialization in the party room.

***After gymnastics activities our Koaches lead guests into the party room for food, cake and celebrating. TKG staff will handle serving food, cutting cake and cleaning up. When the party's over we help load up gifts and leftover party supplies.***

## Toddler Time Party

The birthday child and their guests - ages 1 (must be walking) - 3 years old, accompanied by their parent or guardian will be led by our coaches in our Toddler friendly area. They will have the opportunity to explore, jump, roll & play fun engaging games with our coaches.

These parties run for 1.5 hours with 1 hour of gymnastics and a half an hour of food, cake and socialization in the party room

***After gymnastics activities our Koaches lead guests into the party room for food, cake and celebrating. TKG staff will handle serving food, cutting cake and cleaning up. When the party's over we help load up gifts and leftover party supplies.***

## **Pricing & Time Slots**

TKG parties are priced based on the number of guests participating on the programming floor and the length of the party. Additional fees may apply. \*\*\*Gratuuity is not included in the prices below\*\*\*

### **TKG Birthday Parties - 2 Hour Parties**

Saturdays - 3:00pm - 5:00pm

Sundays - 3:00pm - 5:00pm

Ages 4 and up only

- Up to 20 kids: \$1000
- 21 to 25 kids: \$1,225
- 26 - 30 kids: \$1,425

### **Half Hour Extension - 2.5 Hour Party(ask us)**

Saturday 3pm-5:30pm

Sunday 3pm - 5:30pm

- Up to 20 kids: \$1,300
- 21 to 25 kids: \$1,600
- 26 - 30 kids: \$1,900

### **Toddler Time Party - 3 - 4:30**

Saturdays - 3 - 5:00 PM

Sundays - 3 - 5:00 PM

Ages 1(must be walking) - 3 only

- Up to 15 kids \$750

## **Length of Party**

TKG Birthday Parties are two hours long. You may extend the length of your party by 30 minutes depending on availability. To avoid availability issues or a fee increase, party extensions must be requested at least **three** weeks in advance of the party date.

## **Charging & Headcounts**

When signing your contract TKG requires an “expected headcount.” This is an estimated number of guests that will be signing waivers and participating on the programming floor during your party. This includes the birthday child and siblings. Certain parties/time slots have a cap on the amount of guests. Please see “Pricing & Time Slots” for specifics.

You may request to change your “expected headcount” until it becomes your “final headcount” on the Wednesday before your party. We will charge the remaining balance of your party at that time with the credit card you have on file with us. If we are unable to process the remaining balance payment at that time, your party is subject to cancellation.

TKG is only able to guarantee accommodations for your “expected headcount” and may deny a request for more guests due to space limitations, staffing limitations, etc. Please let us know of any changes to your “expected headcount” as soon as possible to avoid a request denial.

TKG parties are charged based on your “final headcount” because this number informs the amount of staff members and activities we prepare for your party. To prevent safety concerns regarding Koach/guest ratios, a \$60 fee will apply for every guest over the “final headcount.” TKG reserves the right to not allow unexpected guests on the programming floor if the Koach/guest ratios are deemed unsafe.

We understand that having an exact number is often difficult to determine. For this reason we allow your “expected headcount” and your “final headcount” to be estimates that fit into our price brackets. Ex. “Up to 15” or “16-20.”

Once your party has come to an end you will be presented with an invoice that includes a summary of previous party charges as well as any additional fees that may be applicable day-of. You will have the opportunity to include gratuity at this time. We are not able to offer discounts for scenarios where less than the “final headcount” attend or participate in the party.

### **Invitations**

TKG offers an online Evite service for parties that have been booked at least three weeks in advance of the party date. Once your birthday party contract has been signed TKG will prepare an Evite for your party and will invite you to be a “Co-Host” on the Evite via email. Once the “Co-Host” invitation has been accepted you will have the ability to edit the invitation, invite guests and send out messages to guests.

In this Evite, we include important information for your guests about your TKG party. We also notify your guests that an electronic waiver **MUST** be completed for each child by their parent/guardian before they are allowed on the programming floor for the party.

We suggest that you send out your Evites as soon as possible but request that it is done no later than two weeks before your party date. Guestlist emails are not filed and are not used for any purpose other than invitations.

In the event that your party is booked less than three weeks in advance or you choose not to use our Evite service, TKG requests that you copy and paste our Evite verbiage into your own invitations. Personal style adjustments are permitted but we ask that the same information is communicated to your guests. TKG also requests that [birthday@theclubgym.com](mailto:birthday@theclubgym.com) is included on the invitation list.

### **Waivers**

TKG requires that each child participating on the programming floor has an electronic waiver filled out for them by a **parent/guardian**. These waivers must be filled out because they protect the party host, your guests and TKG in the event of a safety incident.

It is required that the link to the electronic waiver be distributed before the party. This will help make your guests’ check-in process easier on the day of the party. Getting the waivers ahead of time also helps TKG keep track of the ages of your guests informing our itinerary and activities. The waiver link can either be distributed by TKG via Evite or it can be emailed to you to personally distribute to your guests. **All children need to have a waiver signed by a parent or guardian prior to arriving to the birthday party regardless if they have been to TKG before**

If waivers have not been signed ahead of time, on the day of your party we will have laptops/tablets available for parents/guardians to fill out waivers. Once the waivers have been filled out, the kids will immediately receive name tags and be allowed on the programming floor. Every child on the floor must be wearing a nametag to signify to our Koaches that a waiver has been filled out for them.

**If children are being dropped off or are carpooling with other families their waivers**

**must be filled out ahead of time by their parent/guardian.** Otherwise, we will have to call the child's parent/guardian and have them fill out the waiver from home. If this is not possible the child will not be allowed on the programming floor.

TKG runs on an electronic system and only keeps computerized records. For this reason we do not have hard copies of waivers available.

### **Party Set-Up**

TKG will have the party room ready and one staff member available to help with your set up 30 minutes before the start of your party. We ask that you arrive at least 15 minutes but no more than 30 minutes before the start of your party to ensure all food and decorations are set up before your guests arrive. A cart will be available to help with loading and unloading of party supplies and food. Once guests begin to arrive staff will focus their attention on checking in guests at the front desk.

- *Decorations*

Banners, balloons, and table-centerpieces are great for TKG parties. We request that painters tape be used for hanging decorations to prevent wall damage. We ask that no confetti or piñatas be used to decorate since guests and staff will be barefoot and this can be a safety issue. We also ask that there be no noise makers. Sound echoes easily with our high ceilings and makes it difficult for our staff to get the attention of guests. Just a reminder, TKG reserves the final decision on which decorations can be used and where they are to be placed.

- *Tables*

The party room will have 3 - 4 folding tables depending on how many kids will be attending with 8 chairs each for the children, 1 table for cake and 2 tables for drinks and food.

- *Food*

- Finger foods tend to work best for guests during our events. Pizza, sandwiches and snacks are popular items. TKG staff will take care of cutting and passing out cake/cupcakes. We have a strict NO-GLASS policy; please keep this in mind when choosing containers for food.

- *Drinks*

We have 4 small drink bins for your use during the party. We do not provide ice or a fridge. We suggest you bring ice or a cooler. We also suggest bringing in juice boxes and/or water. We have a strict NO-GLASS policy; please keep this in mind when choosing containers for beverages.

- *TKG Birthday Party - Alcohol*

You may bring in alcohol for adults during TKG Birthday Parties. Alcohol must be kept in a separate bin and is not allowed past our party room. Our NO-GLASS policy applies to alcoholic beverages as well. We ask that alcohol be consumed responsibly. If TKG feels that alcohol is contributing to guests' disruptive behavior, we reserve the right to ask these persons to leave the premises.

**Alcohol is NOT allowed during Toddler Time Parties**

## Party Clean-Up

As your party winds down, TKG staff will start to clean up the party room 15 minutes before the end of the party. TKG will assist with bringing gifts, food and decorations to your car(s.) We suggest that you bring cling-wrap, aluminum foil or food containers to help with packing leftover food. **We require all guests to exit the facility and parking lot by 15 minutes after the end of the party.** If it takes longer than 15 minutes to clean and lock the facility, an additional charge (\$100.00 for each additional 15 minutes) will be added to your bill. We can make no exceptions.

## Safety Rules

We have specific rules and safety policies while out on the programming floor. This time includes guided use of trampolines, beams, bars, foam pits, etc. Free play is not permitted. If a child cannot follow the instructions of TKG staff, they may be asked to leave the floor and be supervised by their parent or guardian in the lobby area/party room. In the event that a child is asked to leave the floor, we will not be discounting the party. Safety is our responsibility and all guests (kids and parents alike) are expected to follow our safety guidelines. If TKG feels that a safety issue has arisen on the programming floor, we reserve the right to stop the party at any time.

## Age Requirements

*TKG Birthday Party - 4 years old and up*

For safety reasons, please remember that children must be at least 4 years old to participate on the programming floor during TKG Birthday Parties. **Children under the age of 4 must stay with an adult for the duration of the party and may not enter the programming floor.**

Toddler time part - 1 - 3

Children between the ages of 1 and 3 to participate and must be walking, children younger than 1 or older than 3 are not allowed to participate during the gymnastics portion of the party.

## TKG Birthday Parties - Adults

Adults are welcome to relax and socialize in the party room during TKG Birthday Parties. Adults are not allowed on the programming floor under normal circumstances. There are two scenarios in which parents/guardians are invited onto the floor

- We allow one birthday parent/guardian to follow the group on the programming floor to take photos.
- We allow aides for guests with disabilities on the programming floor.

There are no scenarios in which an adult is allowed on the equipment; this includes the trampolines and foam pits. If TKG feels that any persons are having trouble adhering to these rules, we reserve the right to ask these persons to leave the premises.

After gymnastics activities parents/guardians are expected to resume full responsibility over their child (including safety and whereabouts) for the remainder of the party.

**Guests with Disabilities**

In the event that a guest has a disability that requires an adult on the programming floor with them, TKG asks to be notified ahead of time so we can prepare accordingly. The aiding adult will need to fill out a waiver and acquire a wristband before being allowed on the programming floor. The aiding adult must adhere to all Koach instructions for safety reasons.

**Policy Changes**

All policies are subject to change at any time.