

# TKG Birthday Party Info & Policies



**The Klub Gymnastics**

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## **TKG Birthday Party Description**

Our Koaches lead the birthday child and their guests - ages 3 years old and up - through games and activities out on the programming floor while grown ups are invited to sit back and relax in our spacious party room. This time includes guided use of trampolines, beams, bars, foam pits, etc. Guests have the opportunity to tackle exciting obstacle courses, play inspiring games, and learn new gymnastics skills.

After gymnastics activities our Koaches lead guests into the party room for food, cake and celebrating. TKG staff handles serving food, cutting cake and cleaning up. When the party is over we help load up gifts and leftover party supplies. The birthday child receives a TKG birthday shirt and balloons to take home with them!

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.

## **Toddler Time Party Description**

Our Koaches help guide the birthday toddler and their guests - ages "walking" to 3 years old - in exploring a new and exciting environment. There are opportunities for structured activity such as "Circle Time" and "Trampoline Time," but during these parties the toddlers are free to roam in a space designed specifically for their level of activity. For Toddler Time parties, we require participation of one parent per child on the programming floor. The role of the parent is to help introduce their child to the equipment while our Koaches encourage them to try new skills.

After gymnastics activities our Koaches lead guests into the party room for food, cake and celebrating. TKG staff handles serving food, cutting cake and cleaning up. When the party is over we help load up gifts and leftover party supplies. The birthday toddler receives a TKG birthday shirt and balloons to take home with them!

These parties run for 1.5 hours with 1 hour being on the programming floor and half an hour of food, cake and socialization in the party room.

## **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. \*\*\*Gratuity is not included in the prices below\*\*\*

### **1.5 Hour Party**

Saturday 3pm-4:30pm (Toddler Time/20 guest cap)  
Sunday 2pm-3:30pm (Toddler Time/20 guest cap)

- Up to 15 kids: \$450
- 16 to 20 kids: \$600

### **2 Hour Party**

Saturday 3pm-5pm  
Sunday 2pm-4pm

- Up to 15 kids: \$600
- 16 to 20 kids: \$800
- 21 to 25 kids: \$1,000
- 26 to 30 kids: \$1,200
- 31 to 35 kids: \$1,400
- 36 to 40 kids: \$1,600
- 41 to 45 kids: \$1,800
- 46 to 50 kids: \$2,000
- 51 to 55 kids: \$2,200

### **2 Hour Party**

Saturday 12pm-2pm (15 guest cap)  
Sunday 11am-1pm (15 guest cap)

- Up to 15 kids: \$600

### **2.5 Hour Party**

Saturday 3pm-5:30pm (Half hour extension)  
Sunday 2pm-4:30pm (Half hour extension)

- Up to 15 kids: \$750
- 16 to 20 kids: \$1,000
- 21 to 25 kids: \$1,250
- 26 to 30 kids: \$1,500
- 31 to 35 kids: \$1,750
- 36 to 40 kids: \$2,000
- 41 to 45 kids: \$2,250
- 46 to 50 kids: \$2,500
- 51 to 55 kids: \$2,750

## **Length of Party**

TKG parties are two hours long. Toddler Time parties are one and a half 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 two 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. 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/guests 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. We are not able to offer discounts for scenarios where less than the “final headcount” attend or participate in the party. You will have the opportunity to include gratuity at this time.

## **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. Although we can not make the party host an administrator on the Evite, TKG will accommodate requests for adjustments to the Evite. Once the Evite is deemed finalized by both TKG and the party host, you will be given instructions on how to input your guests’ information and send out your Evite. 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.

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. 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@theklubgym.com](mailto:birthday@theklubgym.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.

On the day of your party, guests will be greeted by our front desk staff upon arrival. We will have laptops/tablets available for parents/guardians to fill out waivers. Filling out waivers takes about three minutes. Once the waiver has 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. TKG can supply you with a link to the

waiver. 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.

- *Birthday Shirts*

TKG supplies a TKG birthday shirt for the birthday child. In the event that there is more than one birthday child you may request an additional birthday shirt for a fee of \$10 per additional shirt.

- *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.

- *Helium*

TKG supplies eight balloons in orange and blue with the TKG logo. In the event that you bring your own balloons and want them to be filled with helium you can request that we fill them for a fee of \$1 per balloon. This request may be denied due to staffing availability, time constraints, etc.

- *Tables*

The party room has 5 picnic tables. Tablecloths, paper goods, and utensils are great for TKG parties.

(4) Rectangle 8' L x 2' W x 1.5' H

(1) Rectangle 8' L x 2.5' W x 2.5' H

- *Fridge*

A fridge with a freezer will be available for the event and is located inside the party room.

- *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 two drink bins for your use during the party. We do not provide ice. We suggest you bring 2 large bags of ice. 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 Party - Alcohol*

You may bring in alcohol for adults during TKG parties. Alcohol must be kept in a separate bin and is not allowed past our party room and lobby area. 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.

- *Toddler Time Party - Alcohol*

Alcohol is not permitted 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 handle all clean-up of your party and 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.

### **TKG Parties - Age Requirement - Children 3 and Up**

For safety reasons, please remember that children must be at least 3 years old to participate on the programming floor during TKG parties. If it is anticipated that more than two 3 year-old guests will be participating we require an additional Koach to maintain the flow of the party and keep all guests safe. Please see "TKG Parties - Additional Koaches" for pricing.

Younger 3 year-olds may or may not be able to handle the pace of the party so just a reminder:

- Regardless of age, all guests will be held to the same expectations of rules and safety policies. If an issue arises our Koaches may ask a child to leave the programming area.
- We charge the number of guests who sign waivers regardless of whether the guest is able to remain on the programming floor.
- We do not allow parents on the programming floor.

Guests under 3 years old may use the party room where we have mounted wooden toys and a chalk wall. Please see "TKG Parties - Additional Koaches" for more options regarding 2 year-olds.

### **Toddler Time Parties - Age Requirement - "Walking" to 3 years old**

Toddler Time parties are specifically designed for kids "walking" to 3 years-old. During these parties, there are opportunities for structured activity such as "Circle Time" and "Trampoline Time," but in this environment your toddler and their guests are free to roam in a designated space designed specifically for their level of activity. For this reason children below "walking" or above 3 years-old are NOT permitted on the programming floor. Siblings are welcome to use the party room where we have mounted wooden toys and a chalk walls. Please see "Toddler Time - Additional Koaches" for more options regarding guests above 3 years old.

### **TKG Parties - Additional Koaches**

Additional Koaches may be added to a TKG party for a fee of \$100 (2 hour party) or \$125 (2.5 hour party.)

- If it is anticipated that more than two 3 year-old guests will be participating on the programming floor, we require an additional Koach to maintain the flow of the party and keep all guests safe. These children should be included in the “final headcount” number and are not in addition to the “final headcount.”
- In the event that the party host requests that 2 year-old guests be allowed on the programming floor, we require an additional Koach per six 2 year-old children and adult participation. This group will be uniquely run in order to safely accommodate the developmental differences between 2 year-old guests and the rest of the party. These children should be included in the “final headcount” number and are not in addition to the “final headcount.”

To avoid availability issues or a fee increase, Additional Koaches must be requested at least two weeks in advance of the party date. TKG reserves the right to not allow unexpected guests on the programming floor if the Koach/guest ratios are deemed unsafe.

### **Toddler Time Parties - Additional Koaches**

Additional Koaches may be added to Toddler Time parties for a charge of \$75 (1.5 hour party) or \$100 (2 hour party.)

In the event that the party host requests that above 3 year-old guests be allowed on the programming floor, we require an additional Koach per six above 3 year-old children. This group will be uniquely run in order to safely accommodate the developmental differences between the above 3 year-old guests and the rest of the party. These children should be included in the “final headcount” number and are not in addition to the “final headcount.”

To avoid availability issues or a fee increase, Additional Koaches must be requested at least two weeks in advance of the party date. TKG reserves the right to not allow unexpected guests on the programming floor if the Koach/guest ratios are deemed unsafe.

### **TKG Parties - Adults**

Adults are welcome to relax and socialize in the party room during TKG parties. Adults are not allowed on the programming floor under normal circumstances. There are three 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.
- We require participation of one parent/guardian per 2 year-old on the programming floor. The parent/guardian is allowed on the programming floor for the purpose of helping their child adjust to the new environment and safety rules. Please see “Additional Koaches” for more information regarding 2 year-olds 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.

### **Toddler Time Parties - Adults**

For Toddler Time parties, we require participation of one parent per child on the programming floor, this includes twins or siblings. We only allow one parent per child on the programming floor at a time. The role of the parent is to help introduce their child to the equipment while our staff encourages them to try new skills. Parents are responsible for their

child at all times. 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.

### **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 before being allowed on the programming floor. The aiding adult must adhere to all Koach instructions for safety reasons.

### **Bounce House**

For TKG parties with up to 20 guests, the bounce house can be requested for a fee of \$50. For parties with 21 guests and above, the bounce house is complimentary. The bounce house is normally used in a rotation that lasts 15-20 minutes. To avoid availability issues or a fee increase, the bounce house must be requested at least a week in advance of the party date. The bounce house cannot be requested for Toddler Time parties due to safety/age requirements. The bounce house can not be requested during Saturday 12pm-2pm or Sunday 11am-1pm time slots due to space reasons.

Updated  
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