

## FUNTASTIC BIRTHDAY PARTY POLICIES

- **Payment & Cancellation**
  - A \$100 non-refundable/non-transferable deposit is owed at the time of booking.
  - The remaining balance is due by the day of the party.
  - Cancellations within 10 days of the party are still responsible for the balance due.
- **Party Room**
  - You may arrive 15 minutes prior to the start of the party to set up.
  - Acceptable decorations include helium filled balloons, tablecloths/other table décor, banners and decor that can be hung with suction cup hooks or painter's tape on the glass. Use of scotch tape, packing tape, push pins, and other methods that can damage the walls and/or windows is prohibited.
  - Funtastic staff will assist with the set up, serving food, gift exchange, and clean up.
- **Party Participants**
  - If there is a change in the number of desired party guests, you **MUST** call us at least 10 days prior to the party so we can make the appropriate staffing and price adjustments. Otherwise, we may not be able to accommodate the change.
  - All children must have a completed and legible waiver signed by a parent/legal guardian. Once verified, they will receive a name tag.
  - All parents who go on the gym floor must have completed a waiver.
  - Late arrivals disrupt the party process, so please encourage all participants to be on time. The party end time will not be extended as there is likely another party immediately following yours.
  - Socks must be worn on the gym floor.
  - Children ages 4 and up will play in the main gym. If children aged 4-5 are unable to follow our safety policies, they will be moved to the Tots area with parent participation.
  - Children age 3 and under must play in the Tots area with parent participation.
  - At no time can a child under the age of 4 be on the main gym floor.
  - No food, drinks or gum are allowed on the gym floor.
  - No adults (anyone 18 or over) are allowed on the equipment or main gym floor.
  - Children or adults who repeatedly break the safety rules will be asked to leave the gym floor for the safety of all.
  - Please call us at least 10 days prior to your party if you need to adjust the guest count. Otherwise, we may not be able to accommodate the change.
  - There must not be more children present than the number agreed to and paid for, as we must adhere to the proper staff to child ratio for safety and insurance reasons.
- **Example Party Timeline**
  - **15 Minutes prior to start time:** Party family arrives to set up.
  - **First 5 Minutes:** Children are checked in.
  - **5 Minutes:** Coach explains safety rules, warm up and stretches, to party guests.
  - **20 Minutes:** Obstacle courses
  - **10 Minutes:** Age-appropriate game
  - **30 Minutes:** Food and gifts
  - **10 Minutes:** Second age-appropriate game
  - **30 Minutes:** Free play
  - **5 Minutes before the party ends:** Children are called off the gym floor to put shoes on and gather their belongings.

**NO ALCOHOL/SMOKING ALLOWED ON THE PREMISES/IN THE PARKING LOT.**