MELBOURNE
GYMNASTICS
CENTRE

BIRTHDAY PARTIES

WINDSOR CENTRE

Location:
Birthday Parties are held at our purpose-built Gymnastic Centre at 74 Punt Road, Windsor

Party Program
Parties run for 1.5 hours with 1 hour of Gymnastics and 25 minutes food time. 5 minutes is allocated for the presentation at the end. Families are allowed access to the centre 15 minutes prior to a party starting and 15 minutes afterwards for pack-up/cleanup.

4-year-old parties run as follows, parent assistance required.

- Parents and children are given the rules and guidelines of the gymnasium and party.
- Hand apparatus to warm up and then follow the coaches stretching routine.
- Gymnastic Obstacle Courses. Circuits of equipment are set up and the children can attempt gymnastics drills and skills, as well as explore with the guidance of the coaches
- Parachute (cool down).
- Sing Happy Birthday & Food.
- Presentation of Medals & Trophies.

5-year-old and over parties run as follows, with no parental assistance.

- Parents and children are given the rules and guidelines of the gymnasium and party.
- Group games to warm up and then follow the coaches stretching routine.
- Gymnastic Obstacle Courses. Circuits of equipment are set up and the children can attempt gymnastics drills and skills, as well as explore with the guidance of the MGC staff.
- Cool down.
- Sing Happy Birthday & Food.
- Presentation of Medals & Trophies.

Equipment that the children use:
• Trampolines, Foam Pit or Tumble Trak
• Climbing, Dancing, Hand Apparatus
• Rings, Bars, Parallel Bars
• Beam, Vault & Floor Circuit

Availability:
Please contact our office for confirmation of availability of your desired date and time (book early to avoid disappointment)

- Saturday 2.30pm – 4.00pm
- Sunday 10.00am – 11.30am
- Sunday 12.00noon – 1.30pm

Costs:
General Public Pricing: $375 base rate.
Member's Pricing: $350 base rate (applies to families who have paid currently have a child attending gym).
Base Rate includes:

- 12 children attending (including birthday child)
- 2 Coaches
- Trophy for birthday child (one child only)
- Invites – digital or hard copy
- Trestle table, benches, child chairs
- Exclusive use of the gym

Additional children (after 12) $12 per head
Additional trophies $15
Additional medals $4
Additional coach $60, depending on numbers, as below:

Turning 4
0-12 children: 2 coaches
13-21: 3 coaches
MAXIMUM of 21

Turning 5 and over
0-24 children: 2 coaches
24-32: 3 coaches
32-40: 4 Coaches
MAXIMUM of 40

Party Gifts
Trophy & Medals
Melbourne Gymnastics Centre provides the birthday child with a trophy and each guest receives a medal.

Booking
- Call our office to check available dates.
- We will tentatively hold your date for 48 hours while you read the terms and conditions thoroughly and consult your family to decide if the date is suitable.
- Call back to confirm your date and pay the $350 or $375 base rate to secure booking.
- Your party is now booked. Your receipt for payment will be mailed to you along with hard copy invites if requested.

Fees, Changes and Cancellations
Up to 2 weeks prior:
- Changes to date are accepted into available timeslots.
- Changes in numbers accepted. Additional coaches can be added or removed.
- Complete cancellations are accepted, and 50% of base rate is retained.

The week leading up to the party:
- You will be contacted to confirm approximate guest numbers and lock in the number of coaches required.

On the Day
- Per head fees will be calculated for the additional (over 12) number of children participating.
- Please complete the waiver and attendance form and provide to the coaches at the start of your party.

You will be advised of the balance payable on the Monday following the party by our centre manager.

The credit card provided for the deposit will be charged on the Monday following the party by our office, unless another card number is provided.

Additional Fees
- If you arrive with more children than catered for by the number of coaches, you will incur a fee of $70 for an additional coach to be called in last minute.
- In the event that no coach is available, 2 adults will be required to assist the coaches and the additional children we were not informed of will be charged at $15 per head.

Instructions to Parents on the day
Arrival
- Please arrive no more than 15 minutes early to set up.
- Street access via Punt Road at Windsor.
- Contact us directly if you want to drop of food/items in advance.

Parking
- Onsite parking not provided at Windsor. Street parking only on Punt Road, Henry Street or Union Street.

Siblings
- Siblings or guests under 3 years will require parent assistance to participate and use the gymnastics equipment.
- Appropriately aged siblings are considered participants and should be included in the head count if they wish to participate.
- Uninvited siblings of guests will not be allowed to participate or use any of the gymnastic equipment.
- Siblings under the age of 2 are not permitted on the gymnastics floor. They will be required to stay off the purple floor.
- Please let us know if you have a mixed-age group or a significant number of guests or siblings under 3 years**.**

Catering
- Catering equipment is not provided. The venue has a small kitchen area with a fridge and microwave for use.
- Parties are fully self-catered. You will need to provide all food, drink and utensils and disposable plates etc required.

Some food ideas:
- Lunch/noodle box already made up for each child with a small drink bottle for each child;
- Fruit platters, popcorn, sushi, sandwich platters;
- Platters for parents who stay;
- Pizza's picked up or delivered nearing the end of the party. Convenient and easy!