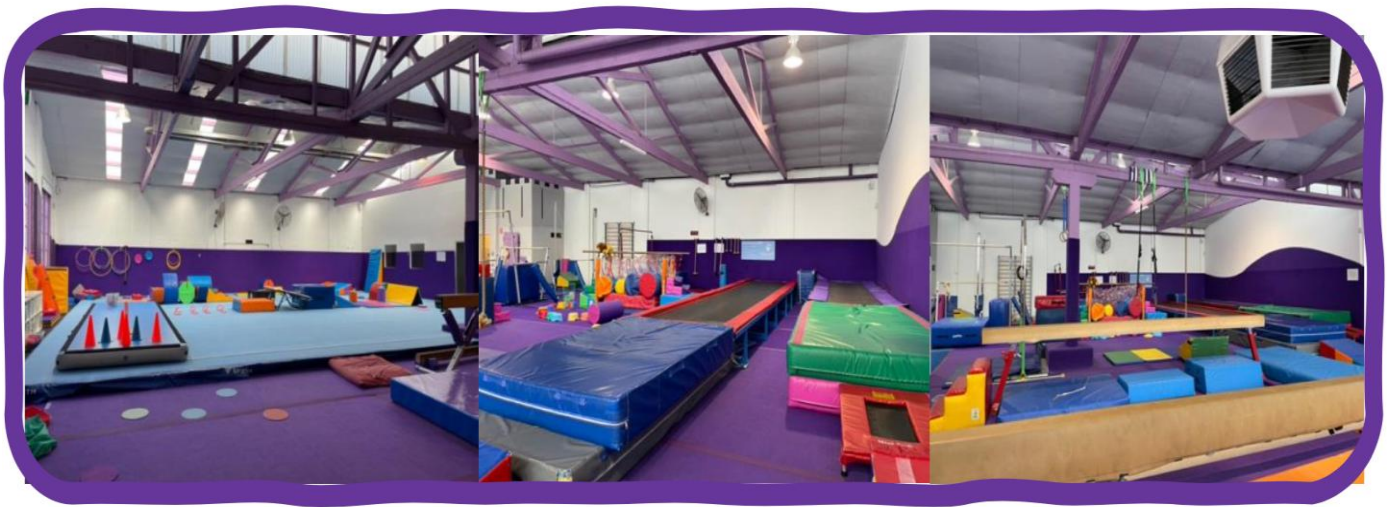




MELBOURNE
GYMNASTICS
CENTRE

BIRTHDAY PARTIES
WINDSOR CENTRE
74 Punt Road



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

Party Program: Parties run for 1.5 hours with 1 hour of Gymnastics activities and 30 minutes of food time. Families are allowed access to the Centre 15 minutes prior to a party starting and 15 minutes afterward for pack-up/cleanup, which our coaches will assist with. Melbourne Gymnastics Centre provides the birthday child with a trophy.

Melbourne Gymnastics Centre
C/- 74 Punt Road, Windsor, VIC 3181
03 99371343
info@melbournegymnasticscentre.com.au
www.melbournegymnasticscentre.com.au

Birthday parties at Melbourne Gymnastics Centre are only available to children turning 4 years or older.

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 coach-led 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 (cooldown).
- Sing Happy Birthday & Food.
- Presentation of Trophies to the birthday child.

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

- Parents and children are given the rules and guidelines of the gymnasium and party.
- Group games to warm up and then follow the coach-led stretching routine.
- Gymnastics 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 Trophy to the birthday child.

Equipment that the children use:

- Trampolines, Tumble Trak, Inflatable Mountain, air track
- Climbing, Dancing, Hand Apparatus
- Rings, Bars, Parallel Bars
- Beam, Vault & Floor Circuit

Availability: Please contact our office via email at info@melbournegymnasticscentre.com.au or phone 99371343 for confirmation of availability of your desired date and time (book early to avoid disappointment). Parties are run on all weekends when the centre is open for regular classes.

- Saturday 2.30pm – 4.00pm
- Sunday 10.00am – 11.30am
- Sunday 12.00noon – 1.30pm
- Sunday 2.00pm-3.30pm

Party Packages: The participant numbers in the party packages above are strict to our party ratio policies. If you book a particular package and need to upgrade, you must contact us a week prior via email or phone. Office is open Mon to Thu 9am to 4pm, Fridays 9am to 2pm. Any additional guests on the day may not be able to attend, or additional fees may be charged.

Small Party Package \$450	Medium Party Package \$650	Large Party Package \$850
<ul style="list-style-type: none"> • Up to 18 children attending (including birthday child) • 2 Coaches • Trophy for the birthday child (one child only) • Invites – digital or hard copy. • Trestle table, benches, stools • Exclusive use of the gym 	<ul style="list-style-type: none"> • Up to 28 children attending (including birthday child) • 3 Coaches • Trophy for the birthday child (one child only) • Invites – digital or hard copy. • Trestle table, benches, stools • Exclusive use of the gym 	<ul style="list-style-type: none"> • Up to 38 children attending (including birthday child) • 4 Coaches • Trophy for the birthday child (one child only) • Invites – digital or hard copy. • Trestle table, benches, stools • Exclusive use of the gym
<u>SMALL PARTIES ARE AVAILABLE FOR CHILDREN TURNING 4 OR OLDER</u>	<u>MEDIUM PARTIES ARE ONLY AVAILABLE FOR CHILDREN TURNING 5 OR OLDER</u>	<u>LARGE PARTIES ARE ONLY AVAILABLE FOR CHILDREN TURNING 5 OR OLDER</u>

Bookings:

- Call our office at 99371343 or email info@melbournegymnasticscentre.com.au 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.
- To confirm your booking, you must pay \$450 (small party package). Payment is only accepted via card or bank details provided over the phone or in person. The card information will be held in a secure system and used to charge any upgrade to your party package.
- Payment of your party package confirms agreement to the terms and conditions in this document. The credit card you have authorized for payment in the initial booking will be automatically debited for any upgrade to your party package. The card information will be held until 1 week after the party in case of any additional fees then will be deleted from our system.
- Your party is now booked. Your payment receipt will be emailed to you along with digital copy invites if requested.
- MGC Members can approve payments from the details provided for their regular debits via email.

Cancellation Policy:

- Complete cancellations are accepted with 4 weeks' notice for a full refund.
- Cancellation between 4 and 2 weeks' notice is a 50% refund.
- Cancellations with under 2 weeks' notice will not receive a refund.

Two weeks prior – Fees, Changes:

- Confirm any upgrade to the "Medium or Large party package" and the additional fees will be deducted from your card details saved in our system.
- Last opportunity to change the party date dependent on available timeslots.
- Extra trophies are also available upon request for an extra cost

The week leading up to the party:

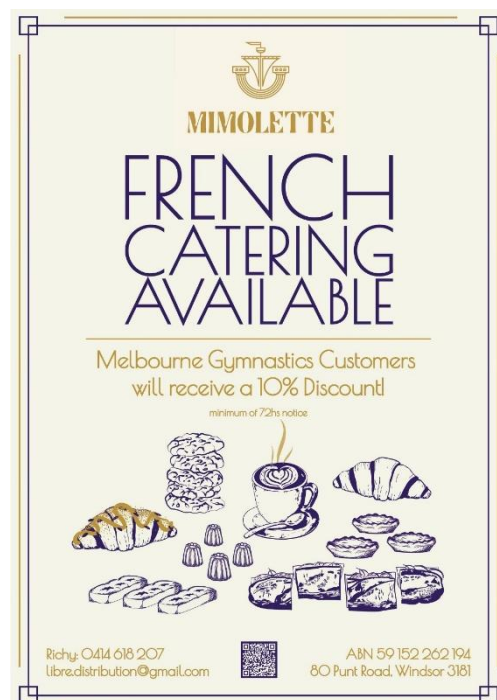
- You will be contacted to confirm approximate guest numbers and this locks in the coaches required.
- Any changes to your party package size made within 48 hours of your party or on the day of will incur an additional 30% due to last-minute staffing arrangements.

On the Day:

- Please arrive no more than 15 minutes prior to the party start time to set up.
- Please complete the waiver and attendance form and provide it to the coaches at the start of your party.

Catering:

MGC does not provide food or cake. MGC recommends café Mimolette, which offers French Catering and offers 10% off to MGC parties. They need 3-4 days' notice. To contact them, please call Richy at 0414618207 or email libre.distribution@gmail.com.



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DIY food ideas:

- Lunch/noodle box already made up with a small drink bottle for each child.
- Fruit platters, popcorn, sushi, sandwich platters.
- Platters for parents who stay.
- Pizzas picked up or delivered near the end of the party. Convenient and easy!

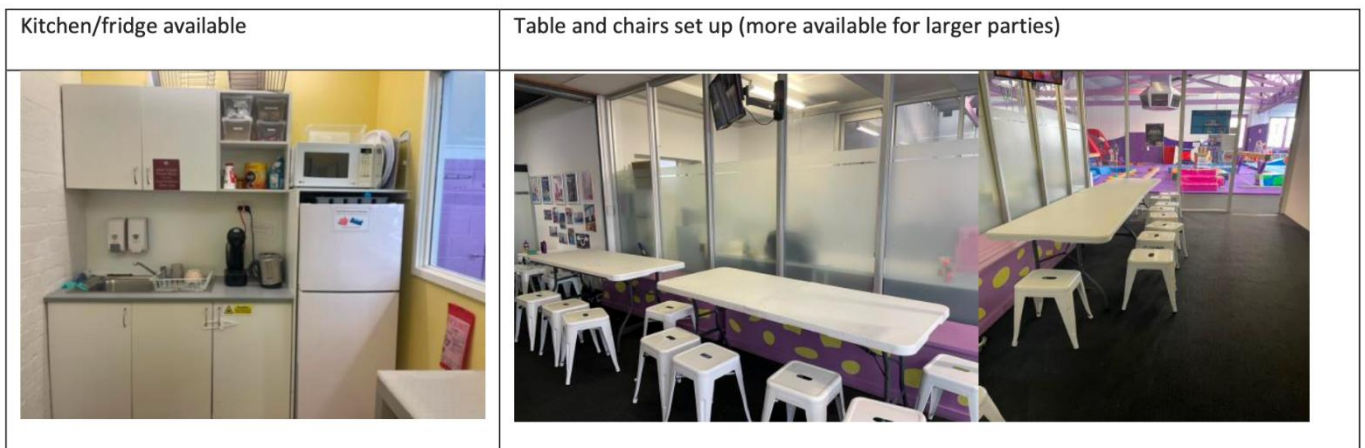
Instructions to Parents on the day:

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 off food/items in advance.

Parking

- Onsite parking is not provided. Street parking only on Punt Road, Henry Street or Union Street.



Siblings

- Siblings or guests aged 2-4 years will require parental assistance to participate and use the gymnastics equipment.
- All siblings are considered participants and should be included in the headcount 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 all equipment and the purple floor.
- Please let us know if you have a mixed-age group or a significant number of guests or siblings under 4 years.
- Guests are not allowed on equipment before coaches officially start the party or after the 1 hour of gymnastics time is complete.

Centre set up

- Catering equipment is not provided. The venue has a small kitchen area with a fridge and microwave for use, please see photos below of the kitchen.
- Our coaches will set up tables and stools for participants to use during food time. Any decorations are to be brought and set up by party families.
- The party tables set up is in our entrance foyer, we do not have a designated party room. If you have a larger party, please be aware that this space may become busy if all participant's parents attend during the food time. Photos are attached of the party table set up.
- Parties are fully self-catered. You will need to provide all food, drink utensils, tablecloths, and disposable plates.
- No alcohol is to be consumed within the venue.