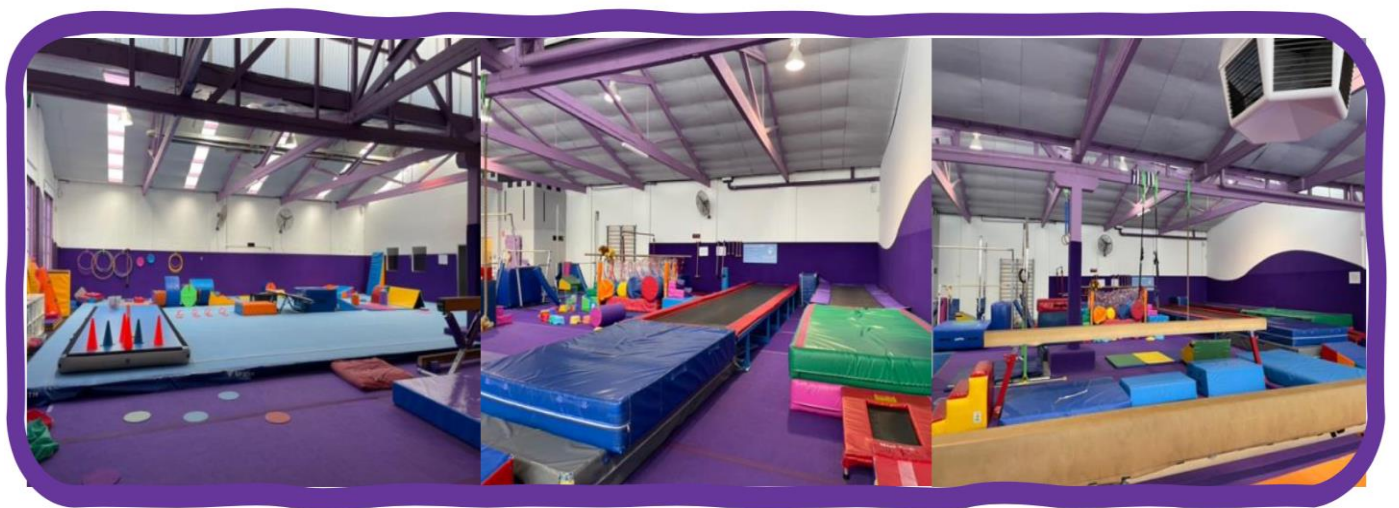


MELBOURNE
GYMNASTICS
CENTRE

BIRTHDAY PARTIES
WINDSOR CENTRE



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.

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 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

Costs: Payment is only accepted via card details provided over the phone or in person. Upon payment of the 50% deposit, the card information will be held in a secure system and used to charge the remaining balance 1 week before the party. Payment of the deposit confirms agreement to the terms and conditions in this document. If your balance is outstanding after the due date, the credit card you have authorized for payment in the initial deposit will be automatically debited the remaining balance, unless we are contacted before this time with alternative arrangements.

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.

Members can approve payments from the details provided for their regular debits via email.

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 or downgrade, please contact the gym at any time. The difference from the deposit to the final cost will be calculated and added as part of the final balance, payable prior to the party. Any additional guests may not be able to attend, or additional feed may be charged.

Once a party has been confirmed, you will be contacted to finalize participant numbers before the due date of the final invoice, this will be when any changes to the party package should be confirmed.

Small Party Package \$450	Medium Party Package \$650	Large Party Package \$850
- 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	- 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	- 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>

Booking:

- 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.
- Call back to confirm your date and pay the 50% deposit to secure the booking.
- Your party is now booked. Your payment receipt will be emailed to you along with hard copy invites if requested.

Fees, Changes, and Cancellations:

- Up to 2 weeks prior:
- Date changes are accepted into available timeslots.
- Changes in numbers accepted. Additional coaches can be added or removed.
- Complete cancellations are accepted, and 50% of the deposit is retained.

The week leading up to the party:

The remaining 50% of the party package is due, this will be automatically processed using the card details from the deposit. If the remaining cost is charged and you will need to upgrade the party package before the party no additional costs apply, beyond the difference of the upgrade. You will be contacted to confirm approximate guest numbers and lock in the number of coaches required.

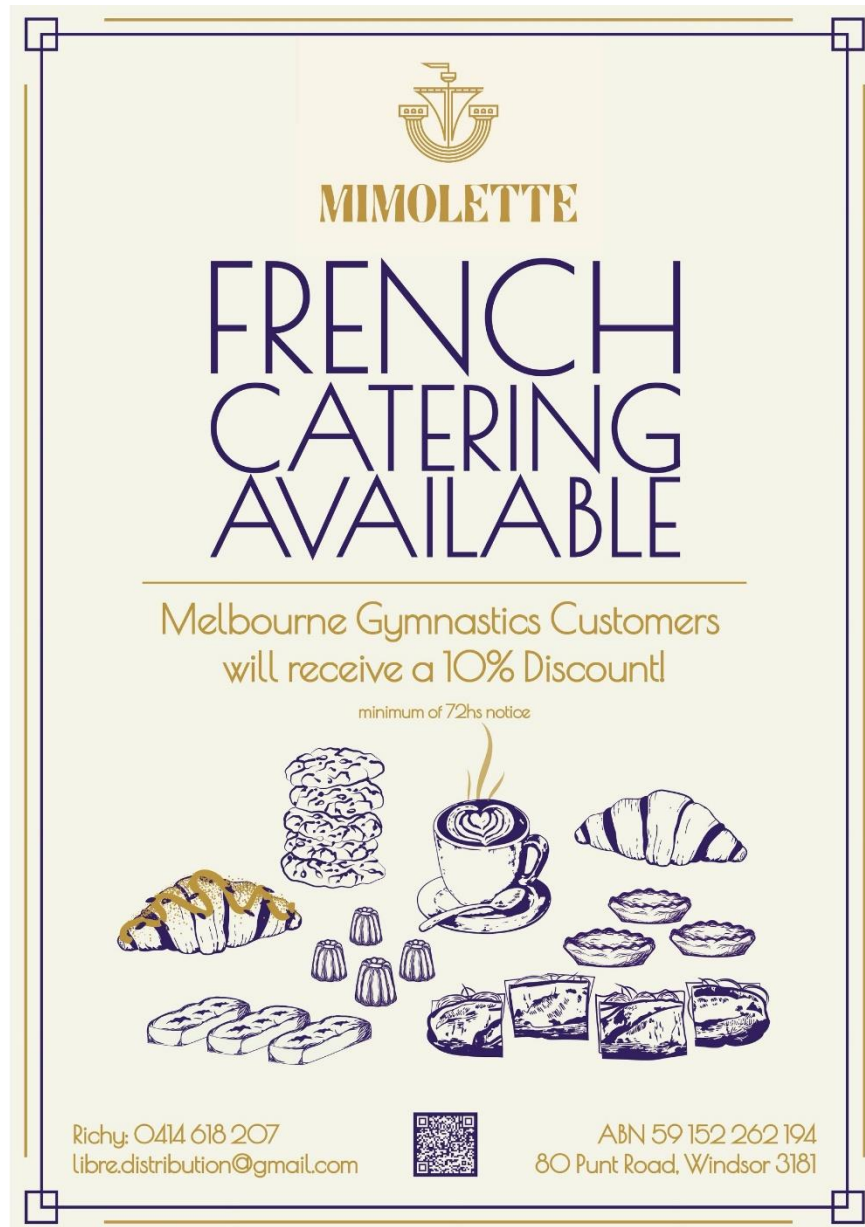
On the Day:

- 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.

Additional Fees:

- If you arrive with more children than catered for by the number of coaches, you will incur a fee of the difference to the next party package plus 30%.
- Extra time may be available upon request at an extra cost
- Extra trophies are also available upon request for an extra cost

Catering: MGC does not provide food or cake. MGC recommends café Mimosette, 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.



A promotional poster for Mimosette French Catering. At the top is a logo featuring a stylized anchor with a flag. Below the logo, the word "MIMOLETTE" is written in a bold, serif font. The main text "FRENCH CATERING AVAILABLE" is in a large, elegant, serif font. Below this, a line of text states "Melbourne Gymnastics Customers will receive a 10% Discount!" with "minimum of 72hs notice" in smaller text underneath. The central illustration shows a variety of French pastries and a cup of coffee. At the bottom, contact information for Richy is provided: "Richy: 0414 618 207" and "libre.distribution@gmail.com". A QR code is also present. To the right of the QR code, the ABN number "ABN 59 152 262 194" and the address "80 Punt Road, Windsor 3181" are listed.

MIMOLETTE

FRENCH CATERING AVAILABLE

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Richy: 0414 618 207
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ABN 59 152 262 194
80 Punt Road, Windsor 3181

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.

Kitchen/fridge available	Table and chairs set up (more available for larger parties)
	