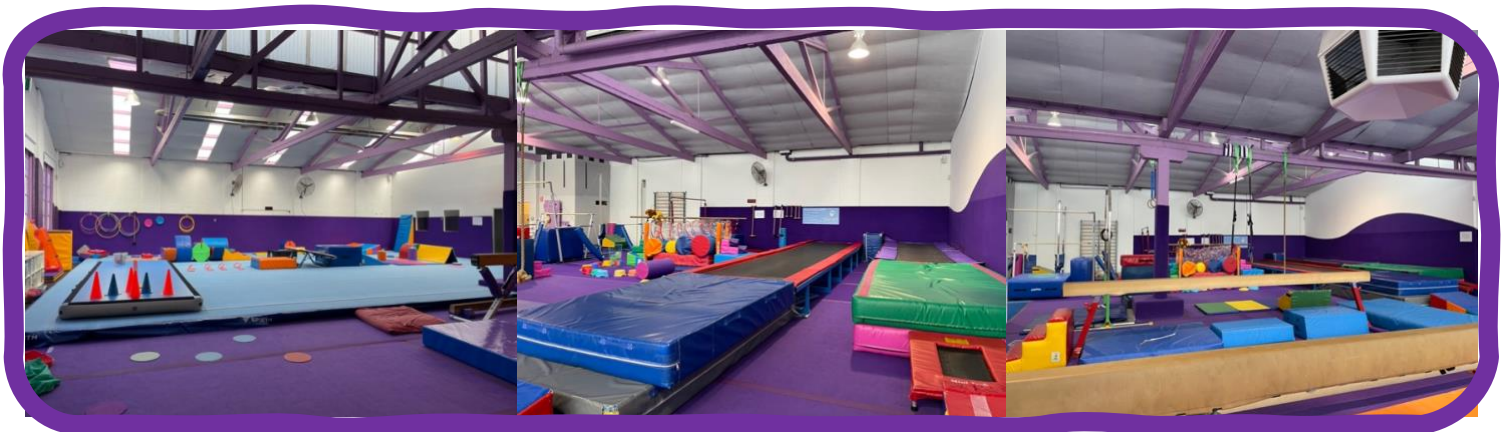




MELBOURNE
GYMNASTICS
CENTRE

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 food time. Families are allowed access to the Centre 15 minutes prior to a party starting and 15 minutes afterwards for pack-up/cleanup, which our coaches will assist with.

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 (cool down).
- Sing Happy Birthday & Food.
- Presentation of Trophies to 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 Trophies to 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 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, stools
- Exclusive use of the gym

Additional children (after 12) \$12 per head

Additional trophies \$15

Additional coach \$60, depending on numbers, as below:

Turning 4	Turning 5 and over
0-12 children: 2 coaches (covered in base party rate)	0-12 children: 2 coaches (covered in base party rate)
13-24: 3 coaches (will incur additional children and coach costs)	12-19 Children: 2 coaches (additional cost per child, no extra coach cost)
MAXIMUM of 24	20-29: 3 coaches (will incur additional children and coach costs)
	30-40: 4 Coaches (will incur additional children and coach costs)
	MAXIMUM of 40

Party Gifts

Trophy

Melbourne Gymnastics Centre provides the birthday child with a trophy.

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

- Please arrive no more than 15 minutes prior to the party start time to set up.
- 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 within 48 hours following the party by our centre manager.

The credit card provided for the deposit will be charged within 48 hours 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 is not provided at Windsor. Street parking only on Punt Road, Henry Street or Union Street.

Siblings

- Siblings or guests aged 2-4years will require parent assistance to participate and use the gymnastics equipment.
- All 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 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.

Catering

- 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 participants 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 and utensils, tablecloths, and disposable plates.
- No alcohol is to be consumed within the venue.

Some 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 nearing the end of the party. Convenient and easy!
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Kitchen/fridge available



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

