

GALLATIN VALLEY YMCA

Birthday Party Reservation Form



Name of Birthday Child: _____

Turning What Age: _____ M/F

[Please note: ALL children under the age of 4, or children not potty trained must have their parent/guardian stay with them during the party]

Number of guests expected: 3-5 6-9 10-15

[\$10 per person if over 15 people. Maximum 20 people}

Reservation Date: _____

Time: Saturday: 10:30am-12:30pm 1pm-3pm 3:30pm-5:30pm 6pm-8pm

Sunday 1pm-3pm 3:30pm-5:30pm

PLEASE NOTE:
10 minutes is allotted
for clean up after
your party
20 minutes is allotted
for set-up prior to
your party starting

Reservation (Parent/Guardian) Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Contact Phone: _____

Member Rate: \$150 Non-Member Rate: \$215

[must be a member above age of 18 at time of registration and at time of party to receive member rate]

Preferred Method of Contact: email text phone:

Cake: Chocolate Vanilla

(Cakes are baked in an environment which may contain nuts, dairy or other ingredients and may include one or more of the following ingredients: tree nuts, dairy, wheat, or eggs. We understand that allergies are a very serious issue. We will make every effort to assist you. Special order cakes will be an additional cost. Please note that the YMCA is not liable for adverse reactions in children from allergic reactions due to ingredients in birthday cakes. It is the parent's responsibility to determine what is or is not suitable for their child's consumption. Please ensure that guests can consume the products provided.)

CHOOSE YOUR PARTY:

- Mad Scientist:** We will do all those messy experiments you don't want to do in your own kitchen! We'll make slime, bouncy balls, find out what happens when you put Mentos in pop and more!
- All Star Sports:** Your little athlete can pick from a variety of sports, kick ball to flag football (weather dependant) and enjoy fun times with friends. Everyone is guaranteed to be a MVP.
- Just Build It:** Calling all junior architects, engineers and anyone who likes to build things with their hands! You can build buildings, cars, creatures and all the things you've been dreaming of with Legos, blocks, popsicle sticks, marshmallows, and more.
- Artrageous:** Get creative, get messy and have fun creating art! We'll have a variety of art activities ready for your child and their friends to dig right into!

All parties and activities are catered to your child's age.

BIRTHDAY PARTY INFORMATION AND GUIDELINES

WHAT'S INCLUDED

All party packages are for up to 15 guests and include cake, birthday shirt (for birthday child), table covering, napkins, plates, utensils cups and juice. Tables and chairs will be provided to enjoy the gift opening and cake portion of your party. We set up your room and clean up after you leave; all you need to do is bring your camera!

SCHEDULING PREFERENCE

Scheduling preference will be on a first-come basis. Birthday parties may be scheduled up to 3 months in advance. The last time to schedule a birthday party is the Monday prior to the birthday weekend.

PARTY SCHEDULE

Parties are scheduled for two hours. The room will be ready 20 minutes before your party start time; you can come in up to 20 minutes early to add extra decorations or drop them off in advance. We allow 10 minutes for clean up after your party.

STANDARDS OF CONDUCT

Users agree to conduct themselves in a manner consistent with YMCA values and general membership standards.

PARTY GUESTS

Children under the age of 4 must be accompanied by their parent or guardian during the party. Staff will not be able to assist children that need to use the restroom. Adult party guests of children are not allowed to use the YMCA facility during the party unless they are a current YMCA member. Day passes may be purchased for \$10 per day if a guest of a birthday party child would like to use the YMCA facility during the party.

SUPERVISION

The person responsible for reserving the event must attend the event during the entire 2-hours and remain with guests in the lobby until all children have been picked up. Birthday party guests must be supervised at all times and are not allowed to leave the party room unaccompanied.

DECORATIONS

You are welcome to add additional decorations to the Party room. All decorations must meet local fire department regulations and be approved by YMCA staff. You may not add glitter, confetti, sparkles or piñatas. Decorations must not damage walls, woodwork, or other parts of the building. Use of nails, screws, tacks, confetti or party poppers is prohibited. Putting tape on the windows is prohibited. Piñatas are prohibited unless it is a pull string Piñatas. All decorations and their attachments must be removed immediately following the event. Decorating may be done 15 minutes prior to the time of the event and clean up may be done after the event for 15 minutes. The Gallatin Valley YMCA is not responsible for lost, left behind or stolen items.

CATERING

Catering services are allowed. However, any incidental expenses incurred by the YMCA as a result of such catering shall be paid by the using group. No alcoholic beverages are allowed. All food and beverages must stay in the birthday party room.

PAYMENT AND CANCELLATION POLICY

Full payment is due at the time of reservation. In the case of cancellation, it is the responsibility of the person making the reservation to give notice in writing of this cancellation no later than the Monday prior to scheduled party date.

If cancellation occurs Monday prior to the party, person making reservation will receive a refund minus \$50. Cancellations after the Monday preceeding the party will forfeit entire payment. All cancellations must be in writing. You may email info@gallatinvalleyymca.org or complete a cancellation form at the front welcome desk. Failure to notify the YMCA of a cancellation could result in the expulsion of further privileges to book parties at the YMCA.

HOLD HARMLESS

User agrees to hold harmless and indemnify YMCA against any claims and losses including reasonable attorney's fees and court costs arising out of its use and occurring as a result of actions of its members or participants.

By signing, you understand the guidelines and agree to adhere to all of the above:

Signature: _____ Date: _____

FOR YMCA STAFF ONLY:

Payment: cash check credit card

Membership Active during party?: Membership Category: _____