



Capital Gymnastics National Training Center

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BIRTHDAY PARTY REQUEST / AGREEMENT

Party Date: _____	Party Start Time: _____	Party End Time: _____
Number of guests expected/inviting: _____		Number of Coaches requesting: _____
Birthday Child: _____	Age turning: _____	Actual Birthday: _____
Parents: _____	Phone # _____	(H) _____ (C) _____
Address: _____	City _____	State _____ ZIP _____
Email Address: _____	How did you hear about us? _____	

TERMS & CONDITIONS

____The balcony area is made available exclusively to you during your reserved party time, unless you have an expected guest list of over 30. If your guest count exceeds 30, your party will be set up in the lobby area.

____Please advise guest to wear comfortable clothing. No skirts or dresses for girls.

____CGNTC provides the coach(es) for the one hour of gymnastics fun, assistance in party set up and clean up. The birthday party host family is responsible for any food, beverages, paper products and decorations. CGNTC will provide white plastic table coverings if needed.

____You may arrive 15 minutes before your scheduled party time for set up. CGNTC will provide assistance setting up if needed.

____Party will begin and end promptly on time in accordance with the time you scheduled. CGNTC cannot extend the end time of your party. There is an allotted 15 minute clean up time for coaches to prepare for the next party.

____CGNTC will contact you 10 days before your party to confirm guest count. You are committed to pay the cost for the number of coaches confirmed. I understand the guest count must remain within the limits of the coaches requested.

____Parents of the birthday child are welcome to watch and take pictures from the floor. All other party attendees must remain in the balcony area for the duration of the party.

____Due to the time allotted, we ask that gifts remain unopened during the party. Assistance will be provided to load gifts in your vehicle.

____WAIVER FORMS: Each guest must have their waiver form signed ONLY by their parent or legal guardian. Other adults are NOT allowed to sign for children for whom they are not a legal guardian. When carpooling, please make sure all children have completed forms with them. A child will not be allowed to participate without a completed form. For safety reasons, there are NO EXCEPTIONS. Party guest with signed waivers are the only ones allowed on the equipment. NO parents or unwaivered guest will be allowed on equipment. Waiver Forms are available on our website as well as in the office.

____BALANCE DUE DAY OF PARTY: Your deposit secures your party on the day and time scheduled with CGNTC. Remaining balance, cost of additional guests and coach(es) is due the day of your party.

____GRATUITIES: Our coaches are professionally trained. It is their goal to make your customized party experience exceptional. Many parents ask us what is appropriate to tip their professional event coach, a suggested tip amount is 10-20% of the party total. Please tip as you feel inspired.

I have read, understand and agree to the terms and conditions of the above scheduled Birthday Party at CGNTC.

Parent Signature

Date