

The Y Epping | Birthday Parties

Terms and Conditions

The following outlines our center policies and procedures for on-site birthday parties:

1. A \$85.00 deposit is required and must be paid either over the phone or in-center at least one (1) week prior to the party date.
2. The cost of the party is \$31.00 per child, with a minimum of 15 children.
3. All participants' guardians will be required to fill out a waiver via QR code provided by the Y party staff upon arrival.
4. Birthday party numbers are to be confirmed one week prior to party date along with full payment to the administration staff.
5. Any child under the age of 5 years old must be accompanied by an adult otherwise they cannot participate.
6. Birthday party numbers are to be confirmed one week prior to party date along with full payment to the administration staff.
7. Your party begins and ends at the allocated booking time. Due to the next booking, you will be required to exit the party area with 15 minutes of your booking time.
8. Total party time is 2.5 hours, including 1.5 hours of play, 45 minutes for food and cake, and the remaining 15 minutes allocated for clean-up.
9. Supervision will be given by Y party staff. They will run the activities and guide them from room to room.
10. There is to be at least 1 parent to 10 children for the duration of the party, for supervision purposes.
11. No one is to be in the gymnasium or stadium without a staff member.
12. Food time is in the last 45 minutes of your party.
13. No food is to be taken into the gymnasium or stadium. Water is permitted.
14. No sparklers allowed on cake.
15. Shoes are not to be worn on the equipment. No socks; slipping hazard in gymnasium.
16. Enclosed shoes must be worn in the Stadium. No Slides or Crocks allowed.
17. Please only arrive 30 minutes prior to party start time for party setup as there will be no staff members available beforehand due to other parties running.
18. Once your party time is finished, you may not re-enter the gymnasium or stadium.
19. Alcohol and Drugs are strictly not permitted on the premises.

Additional Children: Safety First.

To ensure we maintain safe coach-to-child ratios, any additional children attending the party must be approved prior to the event. Where availability permits and ratios can be maintained, extra children may be added at a cost of \$31 per child.

Safeguarding at the Y

The Y is committed to providing a safe, welcoming, and inclusive environment for all children, young people, and families. Safeguarding is a core priority, and the wellbeing of every child attending our programs and events is our highest responsibility. All Y staff are trained in child safety procedures and work to ensure activities are supervised, age-appropriate, and delivered in a safe and respectful environment. We ask all parents and guardians to support us in maintaining a safe space by following staff directions and center policies throughout the party.

Cancellation Policy:

Cancellations made more than seven (7) days prior to the scheduled party date will receive a refund of \$75.00 from the deposit paid. The remaining \$10.00 is non-refundable and covers administration fees. Cancellations made within seven (7) days of the scheduled party date are non-refundable, and the deposit will be forfeited.

If you need to cancel or make changes to your booking, please contact the centre as soon as possible.

I, the undersigned, understand the terms and conditions of usage at the Y Epping and take full responsibility for notifying all guests attending this private function of these conditions. I understand that the Y NSW, the Y Epping, its officers, staff and agents will not be held responsible for any occurrence of injury to a person or property, and will not be accountable for loss or theft of personal property. I take full responsibility for any compensation which may be related to the activity that I am conducting.

Please sign below to confirm you agree to our terms and conditions and return this form to the center:

Parent or Guardian Signature: _____ **Date:** _____