

NOVAKS' GYMNASTIC CENTER, INC.

BIRTHDAY PARTY POLICY

A Novaks' Birthday Party will be 90 minutes long, which consists of 1 hour of gymnastics fun and 1/2 hour upstairs in our balcony area for cake and ice cream, which you provide, and opening presents. Parties are usually held early Sunday afternoon starting at 2:30pm. Novaks supplies a pdf file with our invitation on our website and the coaching for the hour of gymnastics. The coach will remain on the premises while the party continues upstairs for 1/2 hour. The cost for an additional 1/2 hour of gymnastic floor time is \$70 and \$100 for an additional hour on the floor. Please be advised that if you party extends past the scheduled time and/or has more children then was paid for, payment for the additional cost must be provided the day of the party. Children invited to your party must have the Novaks' release agreement signed by their parent. This is included in the invitation we provide online. This is extremely important as we cannot let a child participate without one. Please adhere to the proper dress for a gymnastics' party. This is also stated on the Novaks' invitation. The fees for a party are as follows:

PRICING

UP TO 12 CHILDREN	\$200
ADDITIONAL (13-20 CHILDREN)	+\$15 each additional child
ADDITIONAL (over 20)	+\$10 each additional child
ADDITIONAL 1/2 HOUR ON FLOOR	+\$70
ADDITIONAL HOUR ON FLOOR	+\$100
PARTIES OVER 2 1/2 HOURS OR SLEEPOVERS	Contact Office

The party must be paid in full when booking. FINAL COUNT (UP TO 12 OR 13+) MUST BE GIVEN 72 HOURS PRIOR TO YOUR PARTY. If you must cancel, please do so as early as possible, at least 24 hours prior. You will be reimbursed the paid amount less \$50. Less than 24 hours notice: no refund.

Please make checks payable to Novaks' Gymnastic Center

*** Reminder: The birthday party activities on the gym floor are for the children only.**

NOVAKS' BIRTHDAY PARTY REQUEST FORM

NAME: _____ DOB _____ AGE TURNING _____

Member of Novaks' Gymnastic Center? _____ If Yes, Class, class day & time _____

PARENT(S) _____ PHONE #'s _____

DATE _____ & TIME REQUESTED: 1st choice: _____ 2nd choice: _____

REQUEST EXTRA HALF HOUR ~ YES or NO _____ # OF CHILDREN: _____

Novaks will contact you to work out the details of your request. I have read and understand the policy for a Novaks' Birthday Party.

PARENT SIGNATURE: _____ E-MAIL ADDRESS _____

PRICING

UP TO 12 CHILDREN	\$200
ADDITIONAL (13-20 CHILDREN)	+\$15 each addt'l child
ADDITIONAL (over 20)	+\$10 each addt'l child
ADDITIONAL 1/2 HOUR ON FLOOR	+\$70
ADDITIONAL HOUR ON FLOOR	+\$100

<i>OFFICE USE ONLY</i>						
_____	+	_____	+	_____	=	_____
<small>(Base + Extra 1/2 hour + # of children if applies)</small>						Amount
How Paid	Ck#	Date	BALANCE			

CONFIRMATION OF NUMBER OF CHILDREN AT PARTY: _____ COACH: _____ PARENT: _____

Balance Due: _____ Payment Type: _____ Parent Sig.: _____ Date: _____