

Gymnastics Birthday Party Information



Frequently Asked Questions - (FAQ's)

Q: We aren't sure how many invited guests are planning to come to our party?

A: We highly suggest you reserve the party for the maximum amount of people you could have. If you plan to send out 20 invitations, it is best to include 20 participants on the original reservation. **The final number of participants is due the Monday before your party by noon.**

Q: We want to invite a child not in the age category of the party, is that okay?

A: The party activities are going to be geared toward the age category of the party, either 3-5 years old or 6-15 years old. Participants not in the age categories may find the activities either too challenging or too easy. With the party host's approval, we will allow them to participate. We do not allow anyone under the age of 2 or over the age of 17 to participate.

Q: Can we have two birthday children in one party?

A: Of course! When you book the party, please add a note stating there are two birthday kids in the package. All of the costs for additional participants and the maximum amount of participants remain the same.

Q: I have two children's birthdays to celebrate but they are in separate age categories, can we combine their parties?

A: We can be creative and flexible with our party planning to try to accommodate special requests. We can work with you to find a solution that will create a great party for both children!

Q: Can I bring my own decorations to decorate the party room? How early can I get into the party room?

A: The party room will be available to you 15 minutes prior to your party. You're welcome to use your own decorations and/or paper products in the party room. To preserve the integrity of our party rooms, we do not permit silly string, confetti, or craft projects that involve pens, markers, paint, glue or glitter. Sticky tack must be used to hang decorations. There is up to a \$100 charge for damage.

Q: Will there be a GRC staff member to decorate the room before the party starts?

A: We will have the appropriate number of chairs and tables ready upon your arrival. Decorating the room to your specifications is your responsibility. You'll have access to the party room 15 minutes prior to the start of your scheduled party and during the gymnastics activity.

Q: How early should I tell my guests to arrive?

A: Please ask them to arrive ten minutes prior to your scheduled party to allow appropriate check-in and waivers to be completed, collected and each child accounted for.

Q: Is each guest required to have a signed and completed waiver?

A: Each participating child must have a signed waiver prior to participating. There are no exceptions given to children without signed parent/guardian waivers. This is your responsibility as the host. Please help us not be the 'bad guys' and ensure everyone has the appropriate signed waiver. We would hate to deny children the right to participate. We will only collect the amount of waivers equal to the amount of participants paid for.

Q: Can we start in the party room?

A: No, we have found that a belly full of food is not good before activity.

Q: How do we take pictures of the party?

A: Pictures can be taken from the upstairs balcony overlooking the gymnastics area or through the windows/doors on the main level. We ask that all flash remain off. The bright light can cause distractions and disorientation to those participating.

Q: Can I spend more than the designated time in the gym apparatus area or the party room? Once in the party room, can guests re-enter the gymnastics apparatus area?

A: We're sorry but we cannot extend the time in the gym apparatus area or the party room and guests may not enter the gymnastics apparatus area.



Gymnastics Birthday Party Information

Items **TO** Bring:

- Cake
- Pre-Packaged/Catered Food & Drinks
- Tablecloths
- Plates, Cups, Utensils, etc
- Cake Knife (item to cut cake with)
- Candles
- Lighter or Matches
- Decorations
- Party Favors (if not ordering from GRC)

Items **NOT** to Bring:

- Pets
- Confetti
- Glitter
- Party Feathers/Boa
- Piñatas
- Sparklers
- Silly String

Items **WE** Supply:

- Refrigerator, Freezer, Sink
- Tables and Chairs
- T-Shirt for Birthday Child

- Party Favors (additional \$5 per participant)
- Party Leader to organize and clean up
- Games, Activities and Fun!

Party Schedule:

3-5 Year Old Party

15 min. before Party	<ul style="list-style-type: none"> • Check in with Staff • Set Up/Decorate Room • Staff collects waivers as participants arrive
1 Hour in Gymnastics Area	<ul style="list-style-type: none"> • Review Gym Rules • Obstacle Course with Inflatable, Tumble Trac and Foam Pit • Activities Highlighting Birthday Child • Gymnastics Circuit
Last ½ Hour	<ul style="list-style-type: none"> • Party Room

6-15 Year Old Party

15 min. before Party	<ul style="list-style-type: none"> • Check in with Staff • Set Up/Decorate Room • Staff collects waivers as participants arrive
1 and ½ Hour in Gymnastics Area	<ul style="list-style-type: none"> • Review Gym Rules • Obstacle Course with Inflatable, Tumble Trac and Foam Pit • Activities Highlighting Birthday Child • Two Gymnastics Circuits
Last ½ Hour	<ul style="list-style-type: none"> • Party Room





OAK PARK GYMNASTICS BIRTHDAY PARTY
WAIVER & RELEASE OF ALL CLAIMS

Gymnastics and Recreation Center ▪ 21 Lake Street ▪ Oak Park, IL 60302
708.725.2200

WARNING OF RISK

You are solely responsible for determining if your minor child/ward is physically fit and/or adequately skilled for any and all gymnastics birthday party activities. Gymnastics is intended to challenge and engage the physical, mental and emotional resources of each participant. The sport demands strength, balance and body control. However, despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury, including but not limited to head/brain injuries, spinal cord injuries (including paralysis) and bone and joint injuries. Understandably, not all hazards and dangers can be foreseen. The very nature of the gymnastics is hazardous and risky, including but not limited to failing to successfully complete a maneuver, falls, over-rotating, overexertion, attempting skills beyond ability, lack of conditioning, improper warm-up, recklessness on equipment, horseplay, inadequate or defective equipment, spacing between the mats, lack of or poor spotting, inadequate or negligent supervision or instruction, and all other risks inherent to gymnastics. In this regard, it is impossible for the Park District of Oak Park Gymnastics Center to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in consideration for participating in this gymnastics birthday party, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this birthday party program.

I recognize and acknowledge that there are certain risks of physical injury to participants in this birthday party program, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program against the Park District of Oak Park, including its officials, agents, volunteers and employees.

I have read and fully understand the above warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

PLEASE PRINT

Participant's Name _____

Parent or Guardian's Signature _____

Date _____

<p>PARTICIPATION WILL BE DENIED If the signature of adult participant or parent/guardian and date are not on this waiver.</p>
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Gymnastics Party Agreement

Reservation/Payment Information:

- Reservations can be made through fax, mail, on-line or in person. No reservations are accepted over the phone.
- Full payment must be paid at time of booking. Party is not scheduled or reserved until full payment and this signed agreement sheet are received.
- Party Prices: Ages 3-5: \$240R/\$260NR for 7 people and 1 ½ hours. Ages 6-15: \$320R/\$340NR for 10 people and 2 hours.
- Each additional child is \$10 (max of 20 for ages 3-5, max of 30 for ages 6-15). Party Favors may be ordered and cost \$5.00 each.
- The total party number must be provided the **Monday prior to the event by noon**. The total number of participants cannot increase after this time. Extra children will NOT be allowed to participate the day of the event.
- Participants can be removed from the party up until 48 hours prior to the start of the party.
- All participants must turn in a waiver signed by their parent/guardian to party staff prior to joining in the party. Participants will not be allowed to take part without a signed waiver. Waivers are available on-line and will be available the day of the party. Hosts may not sign or vouch for another parent and verbal consent will not be considered.

Cancellations/Refunds Information:

- Refunds are not provided if participants choose not to or are unable to take part in the activities.
- Cancellations must occur at least 2 weeks prior to the event to receive a refund of half the cost of the party. Within two weeks prior to the event, no refund is available.
- All party cancellations incur a 50% of the party cost surcharge.
- Rescheduling must occur 2 weeks prior to the event. Due to limited space and time, there are no rescheduling guarantees. With less than 2 weeks prior to the party, no rescheduling is available.

Party Details & Format:

- Guests are not allowed into party room until host arrives.
- Birthday child must be turning 3-5 years old or 6-15 years old based on the party package. Participants must be within 2-17 years old. Participants younger or older than the party package may find the activities too easy or too challenging.
- GRC Party Leader(s) will escort only party children into the gym for planned gymnastics activity.
- Parents and adults may observe from lobby or balcony only.
- After planned gymnastics activity, GRC Party Leader(s) will escort party children and adults into the Party Room for the final ½ hour of party celebration. No one is allowed back into the gym apparatus area once the party room festivities are initiated.
- GRC Party Leader(s) will assist the Party Room celebration according to plans discussed with host prior to the event.
- All party gifts will be bagged by your Party Leader(s) and ready at the door for host to take home.

Food, Drink & Party Room Policies:

- There is a party room incidental charge of up to \$100.00 if damage occurs.
- Host is responsible for providing party food, drink, cake, decorations, tablecloths and tableware.
- Absolutely no alcohol is allowed at the party or on Park District premises.
- No food or drink inside the gym or lobby. Food and drinks are allowed in the Party Room only.
- Only catered, prepackaged, delivered food is permissible, no homemade food allowed (only exception is the party dessert).
- Be aware of your party participants' food allergies. It is the responsibility of the host parent to provide the appropriate foods.
- Host is encouraged to set-up and decorate the Party Room 15 minutes prior to the party and/or while kids are in the gym with the coaches. Tape is not allowed to be used to decorate. Sticky tack is the only acceptable adhesive to decorate the party room.
- If music is played in the party room, the volume must be kept low and run by the GRC Party Leader.
- After the party room festivities, all party children must wait in the building for their parent or guardian to pick-up them up.
- The party's host parent is responsible for all attending children at the party. The host parent must wait until all party children have been safely picked up.

Gym Safety Rules:

- Only children in the party and have a signed waiver turned in may be allowed in the gym. Party participants are required to wear provided name tags.
- Children must listen and follow directions and safety instructions given by GRC Party Leader(s).
- No food, gum, or drinks in the gym apparatus area.
- No jewelry allowed.
- Long hair (boys & girls) must be tied back away from the face.
- Wear appropriate gym clothing. Do not wear oversized or loose fitting clothing, zippers, buttons, buckles, tights which cover your feet, skirts or skorts. Bare feet only inside the gym apparatus area.
- Children must jump feet first into the pit.
- If at any time a child exhibits inappropriate verbal or physical behavior that compromises their safety or the safety of another child or staff member, the child will be dismissed from the party.

I have read, understand and agree to all the above reservation information, party details & format, food, drink & party room policies and gym safety rules. I understand this information is in addition to the Waiver & Release of Claims completed during the reservation process.

Signature: _____

Date: _____