



# Birthday Party Agreement

## General Policies

- To receive the membership discount, the Birthday Child must be on a valid YMCA Membership.
- Each party includes access to a private birthday party room for 2 hours. **Extra time will not be provided unless previously discussed during the party booking for additional fee.**
- The Hamilton YMCA will provide you an event staff member to assist with room set up and take down and assist you with needs you may have during the party. The event staff will be monitoring the party for party patron safety and rule compliance. Included in the package is a refrigerator, 25 chairs, and a total of 6 tables: 4 Tables for the children to eat on, 1 table for food and 1 table for presents (most of our tables are 6ft by 2 ½ ft.). If there is a need for more tables or chairs, **a \$75 fee will be added upon notification of the event two weeks of the party** (extra chairs and tables may not match). Food, decorations, and paper products are not included.
- Absolutely no glitter or confetti should be used as decoration. There will be a cleaning fee of \$25 charged to the party hosts' account if glitter or confetti are used.
- All food should stay in the party room. This includes goody bags and snacks. There will be a cleaning fee of \$25 charged to the party hosts' account if food is found anywhere outside of the party room.
- The party includes up to 20 children, excluding the birthday child. **An additional \$5 per child will be added for up to 30 children. There will be an additional \$75 fee added to the party if you exceed 30 children.**
- The YMCA is not responsible for lost or stolen articles or any injuries incurred while the group is at the YMCA. Parents/Guardians are responsible for the actions and conduct of the group.
- The party room may be accessed **15 minutes prior** to the start time of the party for set up.
- All participants must be out of the facility within 10 minutes after scheduled party. It can be expected that the event staff will be cleaning up for the next party during this time.
- If party participants are not out of the facility within the allotted 10 minute time period, there will be a penalty fee of **\$25 every 10 minutes.**
- Parties are designed to have 1hour in the Pool or Adventure Center (based on the one reserved) & 1hour in the Party Room where food can be set up and presents can be exchanged.

## Pool Parties

- At the YMCA all swimmers 14 and under must take a swim test. Swimmers who do not pass or decline to take the test may swim in the shallow area of the pool under the conditions of the Hamilton YMCA Aquatics Department.
- **Pool Parties are NOT private;** there may be Y patrons in the Pool during the party.
- Pool toys are not provided, but may be brought to play with.
- If there is any bad weather conditions the party will be changed to the Adventure Center or rescheduled upon the Birthday Party Coordinator

## Booking and Cancellation Policies

- All party dates are tentative until the full payment and registration form have been received.
- If 3 days have passed and the deposit has not been collected, the party date will be re-opened to the general public for booking.
- Full payment is required 3 days of the booking date.
- Charges for additional guests is required within 2 weeks of the party date.
- Cancellations must be made 30 days prior to the scheduled date of the birthday party. Refunds will be given with approval by the Birthday Party Coordinator through a YMCA credit or a check through the mail.
- Cancellations made less than 30 days to the event date are not eligible for a refund of credit, except in the case of personal emergencies evaluated by the staff.

By signing this agreement, all signatories acknowledge that they have read and understood, and agree to be bound by, the terms and conditions as outlined in the agreement.

Signature \_\_\_\_\_ Date: \_\_\_\_\_