



Parent Instructions for Birthday Parties

Thank you for scheduling your child's birthday party with the Hamilton County Sports Complex, and/or one of its private entities. In order for the party to go smoothly and be a pleasant time for everyone involved, we ask that you read over and adhere to the following policies.

1. In order to have the proper number of instructors at your party please let us know if there are any changes to the number of children you originally planned **NO LATER** than the Wednesday before your party. Our instructors and open complex staff are required to supervise all activities in the party specific areas; therefore any partygoers who enter the area or use any equipment will be counted as party participants regardless of age.

Your party room will be set up according to the number of CHILDREN participating in the party. If you plan to have additional adults stay for your upstairs party time, please let us know at the time you book your party. There is an additional fee if you need more space or require additional seating for extra adults.

A \$50 non-refundable deposit is due in order to reserve the party slot. The remaining balance is due on the day of the party. Acceptable payment methods are cash, check (made out to APGC) and debit or credit card (we accept MasterCard, Visa or Discover). Gratuities Welcome.

2. You may bring cake and/or ice cream. Space is limited in the refrigerator and freezer. Please notify us ahead of time if you will be needing space in either.
3. We ask for your help in keeping our party rooms neat and clean. While your Party Host will handle the cleanup, we do ask that the property is respected.
4. Parent helpers are welcome to come out with us during activity time; we can always use your help with the kids. For safety reasons, some areas of the facility may be off limits during parties. The reason for this is that the kids are here to celebrate a birthday and have fun, not for any activity that would require individualized instruction. If parents wish to participate by using equipment and playing in the area, then they will need to complete a waiver and will be counted in your party headcount.
5. Each child will receive a party favor which includes an Open Work-Out Pass or discount coupon for new students. Please let us know an exact count of children when you arrive for your party so that we can ensure each child receives his/her favor. The "Guest of Honor" will receive a "Rockin' Cool Party T-Shirt".
6. Each party attendee needs to have a waiver or parental consent form signed to be able to participate in the activity. From the website go to Parties/Rentals and click on Birthday parties. At the bottom of the page click on "Parental Consent/Waiver Form...". Fill out all categories with "*" and under the category "Questions or Concerns" (Comments) please type in "Party (last name of party person and date of party)".

If you have any additional questions or needs, please feel free to ask and we will try to accommodate you to the best of our ability. We want your child's party to be fun and exciting, and we want you to be able to enjoy yourself too!

Thanks!

Hamilton County Sports Complex
Phone: 317-773-4150