

RRC Gymnastics Birthday Party Handbook

Welcome to Rhodes Recreation Centre Gymnastics Birthday Party! We are excited to celebrate with you and make this birthday one to remember. Get ready for a jam-packed birthday party full of swinging, balancing, twisting and flipping - plus, plenty of fun!

What does the party package include.....	2
What days and times do our parties run on.....	2
Pricing.....	2
Preparing for RRC Gymnastics Birthday Party.....	3
Booking and amendments.....	3
Communication.....	3
External food.....	3
Decorations.....	3
Cleaning.....	4
On the day of your party.....	4
Injuries.....	5
Damages.....	5
What do kid's bring/wear.....	5
Safety Rules.....	5
Parents and Supervision.....	5
Changes and Cancellations.....	6
FAQ's.....	6-7

PARTY OVERVIEW

What does the party package include?

A 2-hour party including:

- 1 hour 20 minutes of instructed gymnastics
- 40 minutes of food and cake after gymnastics
- 2 qualified gymnastics coaches leading all activities
- Use of the gymnastics equipment including bars, beam, sprung floor, long trampoline and vault
- Games and challenges

What days and times do our birthday parties run on?

Our birthday parties run on Saturday afternoons at 1:30-3:30pm.

Pricing

When booking your party, you will choose a package for the minimum number of kids attending the party:

- Minimum 15 kids- \$547.50
 - This is the minimum package and the minimum charge. You may have less than 15 kids, but you will still be charged this amount
- Minimum 20 kids- \$730
 - This is a minimum package for a party of 15-20 kids
- Maximum 25 kids- \$912.50
 - This the maximum package and maximum charge. We cannot cater to more than 25 kids due to safety provision

PREPARING FOR RRC GYMNASTICS BIRTHDAY PARTY

Participant numbers

Each party requires a minimum of 15 and max of 25 kids. Parties aged 3-4 years must have a parent assist for every paid participant regardless of age. Parties aged 5+ does not need to have a parent assist.

Booking and amendments

At the time of booking, you will select one out of three packages to secure your spot. If you would like to upgrade your package, please notify info@rhodesrec.com.au by the Wednesday before your party.

If any additional children attend on the day outside of your selected package, an admin fee of \$41.70 will **apply per child (max 25 kids per party)**. Our coach will guide you to main reception to finalise the payment via eftpos.

Communication

Our birthday party team is available to assist with party enquiries and bookings during business hours. Please note that the gymnastics birthday party team email may not be monitored after Thursday afternoon before the party, or outside of business hours.

For urgent enquiries relating to your upcoming party after this time, please contact the centre directly via phone 9121 0295 or email info@rhodesrec.com.au

Catered and external food

You are welcome to bring in catering of your choice, and we will provide tables and chairs for you and your guests. Rhodes Recreation Gymnastics does not provide catering.

Sit down space will be provided on the level 2 viewing area overlooking the gymnastics party for food after activities.

Decorations

Decorations are welcome. We kindly ask that there are no items to be attached to the walls for safety purposes.

Cleaning

At the end of your party, you are responsible for leaving the party space the way you found it. That includes packing away all belongings, decorations, leftover food and place all rubbish into the designated bins.

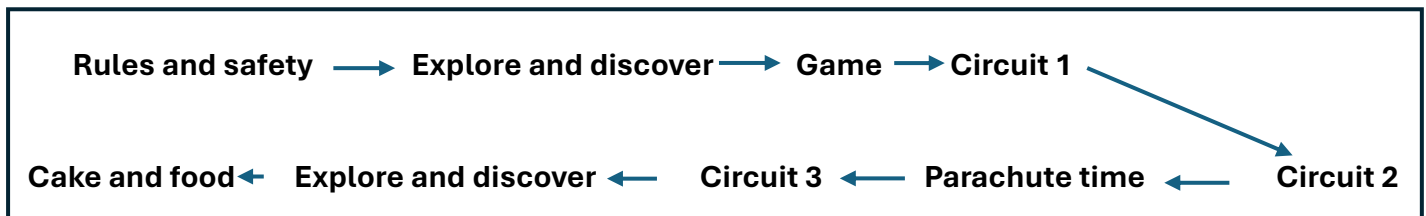
ON THE DAY OF YOUR PARTY

Arrival

Please arrive 20 minutes before your booked session and make your way to main reception on level 1. Your party space will have tables and chairs set up on level 2 gymnastics viewing area. If you need assistance, our customer experience team will guide you to your designated area. At 1:30pm, please head down to the gymnastics entry on level 1. You will be greeted with our 2 gymnastics coaches who will bring everyone through the security doors!

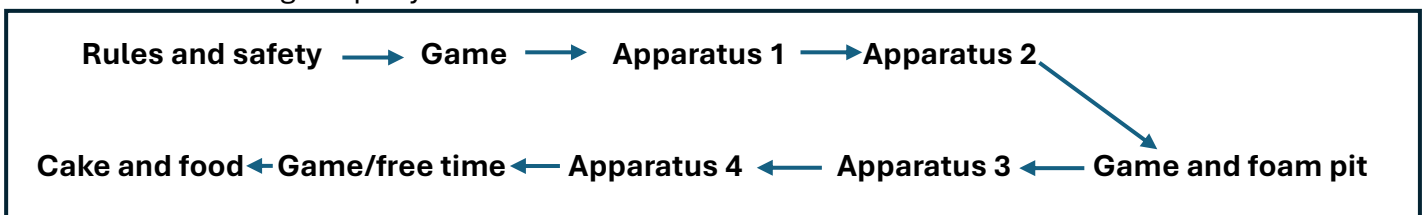
What the party looks like (ages 3-4 *parent assisted party*)

On arrival, coaches bring parents and kids into centre to run 1 hour and 20 minutes of gymnastics. The approximate itinerary will follow a similar structure dependant on the coaches taking the party:



What the party looks like (ages 5+)

On arrival, coaches bring kids into centre to run 1 hour and 20 minutes of gymnastics. Parents will be instructed to go up to the level 2 viewing area. While the gymnastics activity is taking place, parents won't have access in that space. If parents' need to have access, they will need to make their way to main reception to gain access. The approximate itinerary will follow a similar structure dependant on the coaches taking the party:



Injuries

In the event of an injury, coaches will administer first aid and notify the parent/guardian immediately.

Damages

Families are responsible for ensuring that all facilities treated are with care. In the case of damage caused to the venue, equipment, furniture or facilities, you will be asked to pay for the damage caused.

What should kids bring/wear?

- A water bottle
- Comfortable clothing suitable for movement. Nothing loose that will get caught on the equipment (avoid dresses/skirts/stockings)
- Hair that is long enough to gather into a small ponytail or top knot must be tied back to ensure safety
- Please leave any special jewellery at home that could get broken or lost

Safety rules

- Participants must always listen to coach instructions to ensure safety
- Younger siblings not participating must remain supervised by a parent in the level 2 viewing area.
- Non-compliance of rules with the coaches in which it becomes unsafe, could mean removal of those unabiding guests from participation. They will be required to sit with a parent or a guardian for the remainder of the party session.

Parents and supervision

- For parties celebrating a child turning 3-4 years old, every child attending the party, regardless of age, must be accompanied by a parent or guardian during gymnastics time
- For parties aged 3-4, parents are responsible for the supervision of participants during gymnastics time
- For parties aged 5+, coaches are responsible for the supervision of participants during gymnastics time

Changes & Cancellations

Birthday party bookings are generally non-refundable. You are only eligible to receive a full refund under the following circumstances:

- The venue is forced to close in the case of a fire or lockdown
- We cannot deliver your party due to unforeseen circumstances

In these events, we will reschedule your party at another date.

FAQ's

- **Where can I park?** There is free street parking along Gunthorpe St, Walker St and Marquet St. There is 2 hours of free parking on-site to unload/load cars for cake and decorations.
- **Can I amend my booking before the party?** If you would like to upgrade your package, please notify info@rhodesrec.com.au by the Wednesday before your party.
- **Do parents need to be in the gymnastics centre, or can we watch from the viewing room?**
Those celebrating a child who is turning 3-4 years old, every child attending the party (regardless of age), must be accompanied by a parent in the gymnastics centre for the whole duration of gymnastics.
Kids celebrating who are turning 5+ years old can have their parents watch from our viewing space on level 2
- **What does a party look like if kids are different ages?** Our gymnastics coaches will make alterations to ensure kids of all ages are able to participate appropriate activities to ensure everyone can have fun doing gymnastics!
- **If I have less than 15 participants, do I still need to pay for 15?** Yes, even If there are less than 15 participants, the minimum payment of 15 still needs to be made.
- **What cake provisions are there?** You are welcome to bring a cake! Please bring your own cake knife as we do not provide one.
- **Do parents need to stay for the party?** Parents are welcome to stay and watch from the viewing area. If parents choose to leave for parties ages 5+, they must return promptly to pick up their child. Any 3-4 aged parties must always have parents in the centre. Party hosts must remain for the entirety of the party.

(see more FAQ'S on next page)

- **Can we arrive early to set up decorations?** Yes. You can arrive 20 minutes earlier to your booked session to set up decorations. Please check in with reception and they will show you the party space.
- **Can I bring my own decorations?** Decorations are welcome. We kindly ask that there are no items to be attached to the walls including sticky tape, blue tac or any other similar materials as it will damage the wall paint.