

EOLA COMMUNITY CENTER

Gymnastics Party Request Form

Event Information

Requested Date _____ Time _____

Birthday Child's Name _____ Birthdate _____

Contact Information

Contact's Name _____

Contact's Address _____

City _____ State _____ Zip _____

Contact Phone Number _____ Cell Phone Number _____

Email _____

Emergency Contact Name _____ Phone Number _____

Event Details

Party Type	Price	Time Block
<input type="checkbox"/> Gymnastics: This package combines a safe, clean, bright facility and highly trained instructors- a great way to have the fun and flexibility of a structured birthday celebration!	Resident: <input type="checkbox"/> \$175 (up to 15 children) <input type="checkbox"/> \$10 each additional child*	<input type="checkbox"/> Saturday, 2:30-4 p.m. <input type="checkbox"/> Sunday, 1:30-3 p.m.
<input type="checkbox"/> Ninja Warrior: A ninja party combines unique obstacle courses and challenges with the fun and flexibility of a structured birthday celebration!	Non-Resident: <input type="checkbox"/> \$195 (up to 15 children) <input type="checkbox"/> \$13 each additional child* <i>*Maximum of 25 children</i>	
	Extras: <input type="checkbox"/> \$50 Larger room (5 tables, 30 chairs) <input type="checkbox"/> \$30 Extra 30 minutes in party room	

Secure Your Reservation

To secure your reservation, you must return this completed Reservation Request Form to the Eola Community Center from desk, and make a \$100 deposit. This deposit will be applied to the cost of your party. Full payment is due no later than 14 days before your event. You can pay with cash, check or credit card at the facility, or you can pay by phone using your credit card by calling Eola Community Center at 630-851-8990.

Cancellations must be made at least 14 days prior to the event in order to receive the deposit refund, less a \$5 service charge. Any cancellation or reschedule made within 14 days of the event will result in a loss of deposit.

FOR OFFICE USE ONLY

- Reservation has been booked in RecTrac
 \$100 deposit received

STAFF INITIALS _____

DATE _____

Gymnastics Party FAQ's and Guidelines

Is the cost of the party in addition to the \$100 deposit?

No, the \$100 deposit is applied to the cost of the party. This \$100 deposit is due at the time you book your reservation, and the remaining balance is due no later than 14 days before your event.

Where are Gymnastics Parties located and what is included?

All of our Gymnastics Parties will take place at Eola Community Center in one of our community rooms, as well as the Gymnastics Center. The 45 minutes of the party will consist of staff-led activities in the Gymnastics Center, followed by 45 minutes in your reserved party room for you to host your party.

What activities are included in the party?

Parties feature obstacle courses, stations, games and physical activities which will engage participants in a fun, yet safe, atmosphere. Instructors will lead activities to ensure participation.

What is the dress code?

For the safety of our participants, we ask that children wear flexible clothing absent of hoods, skirts, tights, snaps, buttons and zippers. Please no jewelry, dresses or baggy/loose clothing. Long hair is best tied back. Bare feet are preferred.

When can we begin set-up for our Gymnastics Party?

Set-up for Gymnastics Parties can begin 15 minutes prior to the start time, and we ask that all guests and items be removed from the party room no more than 15 minutes after the party. Gymnastics Parties are frequently booked back-to-back and these time restrictions help ensure that all parties run as scheduled.

Where do I go when I arrive at Eola Community Center?

When you arrive for your Gymnastics Party, simply check in at the front desk, and our staff will show you to your party room. A birthday party attendant will meet you at your room at the start time of the party to lead your guests to the Gymnastics Center. Upon the conclusions of the gymnastics portion, the attendant will bring the guests back to the party room.

Do we need 15 children to book the party?

No, you can have any number of children up to 20 for the party; however, we charge a 15 child minimum for all parties. Final count of children is taken on the day of the party, and any balance due is calculated based on that number.

Can we bring food, drink, cake, etc?

Yes! You have the room for 45 minutes after the gymnastics portion, which leaves time for food, cake, refreshments, etc. We encourage you to bring food items for your guests to enjoy; however you will need to provide all tableware and party supplies/decorations.

I acknowledge that I have fully read and understand the Gymnastics Party Reservation Request Form, as well as the FAQs and Guidelines sections. My signature confirms receipt and agreed compliance of these policies and guidelines.

Main Contact Signature

Date