

BIRTHDAY PARTY BOOKING INFORMATION & POLICY

Client Contact Information

Client Name: _____

Contact Phone Numbers: _____

Child's Name: _____ Child's Age (On Birthday): _____

PARTY INFORMATION

Party Date: _____ Time: _____ # of Children Expected: _____ Age Range: _____

PARTY POLICIES

I understand and accept the terms of the following birthday party policies:

PAYMENT:

- The party deposit of \$75.00 is **nonrefundable** and is due one week (7 days) from the date the party is booked. After one week from the booking date the party date and time slot will be opened to other interested parties.
- Full payment **must** be completed on the day of the scheduled party.

WAIVERS:

- **ALL** children must have a completed form, **filled out by their own parent/guardian**, (including those already enrolled in classes at HITS) in order to participate on the day of the party.

TIME ALLOTTED:

- Only 30 minutes is allowed for set-up prior to the party time, only 75 minutes will be provided for gym time, and only 45 minutes is allowed for food and clean-up.

FOOD:

- **ALL food, beyond cake, ice cream, and soda, must be purchased from a vendor within the Ranch 99 Complex.**
- **I UNDERSTAND THAT SHOULD ANY ADDITIONAL OUTSIDE FOOD BE BROUGHT INTO THE MOANALUA 99 BUILDING COMPLEX, HITS STAFF WILL BE FORCED TO ASK HOST FAMILY FOR ITS DISPOSAL OR REMOVAL FROM THE FACILITY.**

SIGNATURE: _____ **DATE:** _____

***** **OFFICE USE ONLY** *****

FILL-OUT UPON DEPOSIT PAYMENT: Date Party Booked: _____

Date \$75.00 Deposit Paid (DUE 1 WEEK/7 DAYS AFTER BOOKED): _____

Received by (INITIALS): _____ Waivers Provided: Y / N Tableware Required: Y / N

FILL-OUT UPON FINAL PAYMENT: Payment Amount (DUE ON DAY OF PARTY): _____

Final Payment Received by (INITIALS): _____ Date: _____

Coaches: _____