

# Birthday Party Policies & Procedures



## General Information

- Parties are held on select Fridays, Saturdays and Sundays from 2pm-4pm or 5pm-7pm. Dates are subject to availability. Availability may change at any time.
- Bookings are done by appointment only and suggested to be made at least two months prior to the date of your event.
- Three-hour parties are subject to availability.
- A 50% non-refundable deposit and signed contract are required to reserve a date.
- Additional hours must be requested at the time of booking. Additional hours may be requested the day of the party subject to venue and staff availability.
- Balloons can be added to package and purchased at time of booking or up to two weeks before event date.



## Entering & Exiting Policies

- All children must have a signed Kids World agreement before entering Kids World.
- Party guests who arrive before scheduled start time are asked to wait outside Kids World until the start of the party.
- Party host is allowed to begin set-up 30 minutes prior to the start of party.
- There is a 30-minute clean-up period after the party. *For example if a party ends at 5:00pm, you have until 5:30pm to completely clean up and vacate the party area.*

## Party Rules

- Parties are parent supervised and parent hosted.
- Host parent is responsible for the behavior of the party participants: this include providing appropriate number of adults for supervision.
- All parties include 30 children. We can accommodate up to 40 children and 60 adults maximum.
- If you have more than 30 children, each additional child is \$10/child.
- ClubSport provides tables and chairs. No outside furniture is allowed, except upon approval by Kids World management at the time of booking.
- All food and beverages must stay in designated eating area. Failure to adhere to this policy results in a cleaning fee of \$150.
- No piñatas or alcoholic beverages are allowed.
- Children are required to wear socks in Kids World.
- The infant room is not available for use during birthday parties.
- Personal items left in Kids World are not the responsibility of ClubSport.