

# Birthday Party Information

Thank you for booking your child's birthday party at Vancouver Phoenix Gymnastics!  
Here is some information to help with your party planning.

## Parties at the St. James Gym, 3214 West 10<sup>th</sup> Avenue, Vancouver

- Two hour parties for 1 to 10-year olds
- Children under 3 years old must be supervised by an adult ready to engage, remain within arm's reach
- 2 coaches for a maximum of 14 children including the birthday child.
- 1 hour in the gym, 30 minutes in the party room and the last 30 minutes back in the gym

## What We Provide

- Gym time (supervised by nationally certified coaches) for games and instruction on the equipment
- Party room with tables, chairs, refrigerator, freezer and microwave oven.
- A Phoenix t-shirt for the birthday child
- Printable invitations are available online at <http://recreational.phoenixgymnastics.com/parties>

## What You Provide

- A completed guest list with children's full name, age and phone numbers. Please email to [birthdays@phoenixgymnastics.com](mailto:birthdays@phoenixgymnastics.com) or fax to 604-737-3626 by the Thursday before your party. (We collect this information solely for the purpose of complying with Gymnastics BC regulations. Only the children on the list are allowed to participate in the gym.)
- Your own food, beverages, utensils, dishes and decorations
- Supervision of children during the 30 minutes in the party room
- Crafts or activities for children NOT intending to participate in the gym activities

## Important Safety Rules

### ***(Please read carefully and sign consent on the Party List Form to be provided.)***

- Socks free feet for children and no street shoes inside the gym. Please wear appropriate gym clothing: shorts or leggings and a t-shirt or a bodysuit
- Only children on the guest list are permitted to enter the gym
- No parents or caregivers on equipment. One child at a time on equipment.
- Please follow coaches' instructions to ensure your children are safe
- The party room is available to you for the duration of your party. Food and drinks only in the party room please. Please only use painter's tape for decorations on the wall. Thank you.
- **Alcohol is NOT PERMITTED in our facilities.**
- You have 15 minutes to clean up after your party ends, before the next party group arrives to set up. Your party coach will assist you with garbage removal. NOTE: Please remove your own empty helium tanks.

## Insurance

Birthday party participants who are Phoenix club members have full Gymnastics BC coverage (liability and secondary accident coverage). Non-members are not covered by GBC insurance.

## Refund Policy

A cancellation received at least 3 weeks before the party date is eligible for an 80% refund. No refunds are given for cancellations within 3 weeks of the party date.

