



A non-profit volunteer organisation

Tusculum Road VALLEY HEIGHTS
PO Box 28 Springwood NSW 2777
Phone (02) 4751 2241
Website www.sbagc.com.au
Email - enrollment@sbagc.com.au
ABN 23 381 484 511

BIRTHDAY PARTY REQUEST FORM

CONTACT DETAILS

Parent Name - _____

Contact Details – Telephone – _____

Email – _____

Birthday Child's Name – _____ Date of Birth – _____

Is your child a current member? Yes / No

DATE PREFERENCE – please indicate your date and time preference(s)

*Saturdays after 11

*Sunday – all day

*Friday 6-8pm

School Holidays on application

Date(s) – _____

Time – _____

Dates and times depend if there is coach availability and the venue is not already in use.

**Please note that coaches must lock up the facility at the end of the party. If the party goes over time there may be an extra charge.

PARTY DETAILS (maximum 20 participants)

Number (approximately) and ages of children expected to attend _____

NOTE: Any child participant under 4 years old MUST be included in the numbers AND be accompanied by an adult for safety reasons. Any child attending but not on the participant list will not be allowed on the floor. Adults are not allowed on the equipment.

PROCESS

(1) Email party request form to enrollment@sbagc.com.au. Our part time administration will respond as soon as possible to confirm venue and coach availability.

(2) Once coach and venue availability is confirmed, applicant will be sent further paperwork which will need to be returned within 7 days.

(3) Final details for party are sent. Payment must be received 7 days before party or party may be cancelled.

PAYMENTS

MEMBERS – \$290

NON-MEMBERS - \$330

Payment must be received 7 days before the party, in order to confirm the booking. If payment is not received by this time, the party may be cancelled at the discretion of Springwood Boys and Girls Club. Please email or hand deliver this page with "Attention: Party Organiser" to the gym.