

**Tri-Star Gymnastics, Inc.**  
**1401 Circle Avenue, Forest Park, IL 60130 (708) 771-7827**

**Policy for Birthday Parties**

**1. FEES**

In House: \$200 BASE for gym rental and 2 coaches for up to 16 children. For 17-24 children there will be an additional \$25 fee for a third coach. Maximum number of children is 24, including siblings.

Out of House: \$250 BASE for gym rental and 2 coaches for up to 16 children. For 17-24 children There is an additional \$25 fee for a third coach. Maximum number of children is 24, including siblings.

**2. RESERVATIONS** will **NOT** be taken over the telephone. No names will be placed on our calendar without a \$100 deposit. Children **must be turning 5 years old** to hold a party at Tri-Star Gymnastics.

**3. PAYMENT** – **FULL PAYMENT is due 2 weeks prior to the party date if paid by check.** A surcharge of \$75 will be assessed to any party requiring a reschedule or a cancellation if changed less than 2 weeks prior to the original date.

**4. ABSOLUTELY NO ALCOHOLIC BEVERAGES ON THE PREMISES!!**

**5.** An area will be set up with tables & chairs, but you provide food, tablecloths, tableware, decoration, etc. for your party theme. All food should be served & gifts opened in that area (A refrigerator & freezer are available for your use.)

**6.** The gym provides coach supervision of gym activities from 1 ½ to 1 ¾ hours, but at least 1 adult should also be present in the gym to chaperone. Once the gym time activities are over, the children go to the designated area for refreshments, etc. and are **NOT** allowed to enter the gym area after they've eaten.

**7. All** guests are required to have a parent/guardian sign a **Party Waiver Form** for participation.

Effective 6/15/07

During the school year, parties are held on Sat. 6:00-8:00PM & Sundays 1:00 to 3:00PM **or** 3:30 to 5:30 PM.  
**(Summer hours:** Saturdays & Sundays. 1:00-3:00 & 3:30-5:30PM) Call for availability.

-----  
Please return this portion with your deposit.

**Birthday Party Confirmation**

Birthday Star \_\_\_\_\_ Age \_\_\_\_\_ Nickname \_\_\_\_\_  
Day & Date of Party \_\_\_\_\_ Time \_\_\_\_\_

Check One:    \_\_\_\_\_ In House Fee (\$200)    \_\_\_\_\_ Out of House Fee (\$250)

# of guests \_\_\_\_\_ (Add \$25 for additional coach if there are over 16 guests.)

Parent Name \_\_\_\_\_ Telephone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

TOTAL AMOUNT ENCLOSED (Deposit + Additional Coach if needed) \$ \_\_\_\_\_