

**Form can be processed at front desk or emailed to: [Info@MandevilleSportsComplex.com](mailto:Info@MandevilleSportsComplex.com). Once email is received, we will contact you for deposit & to confirm date & time of party.**

## All Party Packages Include:

**20 children (Birthday Child is free)**

**\$375.00 plus 15% gratuity**

**Paper Products (Tablecloths, plates, napkins)**

**Balloon Bouquets (2)**

**3 Pizzas (extra large/double cut) (20 slices per pizza)**

**Pitchers (3) of Unlimited Beverages**

**Cake (Sam's Club) & Ice Cream**

**Party Favors (MSC cup, coupon & candy)**

**Party Hosts (2)**

**A \$187.50 non-refundable deposit is due within 48 hours of reserving a party**

There is a \$25.00 rescheduling fee if the request is received 14 days prior to the scheduled party date. Request to reschedule due to unforeseen circumstances will be reviewed on a case-by-case basis and require documentary proof of the reason for the request.

## Add-Ons

- > An additional 1/2 hour may be added to the beginning of the 1st party time slot on Sunday for both Cafe and Diamond Mine and on Saturday for Diamond Mine only. Cost = \$50.00
- > On Saturday an additional 1/2 hour can be added to the end of the last party time slot of the day for Cafe and Diamond Mine. Not available on Sundays. Cost = \$50.00
- > The first 20 kids are included in the price; each additional child is \$12.00.
- > Additional pizza: \$12.00 each
- > Theme cake: \$15.00
- > Additional Pitchers: \$4.00 each

**\*Additional Party Favors and Décor:** You can bring party favors that go along with your theme, as well as any additional decorations. We do not allow glitter, confetti, glass, silly string or pinatas. We do not allow any decorations that will damage the wall (no tape).

**Please take time to review the rules and guidelines attached.**

Dear Birthday Parent,

Welcome to Mandeville Sports Complex! We will be hosting your birthday party today and would like to remind you that **\*1<sup>st</sup> hour of your party is free play & the last 1/2 hour is for pizza, cake and ice-cream.** **\*Children and guests will not be able to return to the floor once free play ends.**

The following are party rules that will be enforced and your help is necessary to ensure safety for all your guests. The party manager will take a few minutes at the beginning of the party to go over safety rules. **Party participation is for the children only.** Although adults are allowed to enter the gym in order to watch the festivities, they are not allowed to get on any gymnastics equipment including trampolines and pits. **Please support this insurance required policy by relaying this information to your guests. If guest refuse to comply, they will be escorted from the gym floor.**

**\*Every Adult, parent and children must fill out a waiver.**

\*Parents/chaperones must abide by the gym's rules and refrain from using any apparatus/equipment. This also includes the trampolines/bounce houses.

\*Parent must supervise their children in restrooms and water fountains.

\*No shoes on Gym Floor or Diamond Mine Area (parents included).

\*No food or drink in lobby or on Gym Floor/Diamond Area.

\*No running in lobby or in and around bathrooms.

\*No one allowed upstairs.

\*No climbing, standing, or jumping off bleachers.

\*Look before jumping in pits.

\*No playing in front or climbing in opposite direction of the slides in the Diamond Mine

\*No fighting, tackling, or unnecessary roughness

\*No offensive language at any time.

\*Vandalism will not be tolerated.

\*Any concerns need to be reported to your hostess.

**\*Trampolines: ONE AT A TIME, no flips & look before entering the foam pit.**

**\*Bounce House/Obstacle Course Inflatable 7-8 kids at a time in the bounce house.**

**\*OFF LIMITS: Double mini, rings, high bars, hanging ropes, uneven bars and balance beams (Low beams are allowed).**

**Please note that weather conditions are beyond our control and we are unable to guarantee indoor accommodation.**

It is our honor and privilege to serve you and your child's party guests. At the scheduled ending time of your party, we will begin packing up your things as well as cleaning up the party area. We would greatly appreciate it if you helped encourage your guests to begin making their way towards the front desk. At the front desk, be sure to pay your remaining balance and tip your party workers. If you like, we can help load your car with the things from your party.

Thank you for choosing Mandeville Sports Complex!

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# BIRTHDAY PARTY PACKET

CHILD'S NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ GENDER: \_\_\_\_\_

PARENT'S NAME: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PARTY DAY (SAT / SUN) DATE: \_\_\_\_\_ PARTY TIME: \_\_\_\_\_ PACKAGE: \_\_\_\_\_

**PACKAGE A:**      **DIAMOND MINE & CHEER FLOOR (Ages 7 & Under)**

SATURDAY	12-1:30pm	2-3:30pm	4:00-5:30pm
SUNDAY	10-11:30am	12-1:30pm	2-3:30pm

**PACKAGE B:**      **CAFÉ & JUMP ZONE**

SATURDAY	11-12:30pm	1-2:30pm	3-4:30pm	5-6:30pm
SUNDAY	11-12:30pm	1-2:30pm	3-4:30pm	

CONFIRM PARTY DETAILS

DATE: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

**PACKAGE C:**      **POOL PARTY (COVERED PATIO)**

SATURDAY	11-12:30PM	1-2:30PM	3-4:30PM	5-6:30PM
SUNDAY	11-12:30PM	1-2:30PM	3-4:30PM	5-6:30PM

**PACKAGE D:**      **OUTDOOR PAVILION**

SATURDAY	11-12:30PM	1-2:30PM	3-4:30PM	5-6:30PM
SUNDAY	11-12:30PM	1-2:30PM	3-4:30PM	5-6:30PM

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CHOOSE COLOR SCHEME: PRIMARY or PASTEL or CUSTOM: \_\_\_\_\_

CAKE TYPE: CHOCOLATE      VANILLA      COOKIE CAKE

BUTTER CREAM FROSTING TYPE: CHOCOLATE      VANILLA

CAKE DECORATIONS: ROSES      BALLOONS      THEME: (Select from themes provided by Sams Club)

WRITING ON CAKE: \_\_\_\_\_ Additional \$15 fee: \_\_\_\_\_

SELECT 3 BEVERAGE PRODUCTS: COKE      DIET COKE      LEMONADE      ORANGE      SPRITE  
DR. PEPPER      ROOTBEER

PIZZA: (choose 3)      CHEESE      PEPPERONI

\*\* Additional Pizzas must be ordered by noon the Thursday before your scheduled party.

Please  
Initial  
\_\_\_\_\_

If we don't have your cake order by Monday at 9am on the week of your scheduled party, you will automatically be given a white cake with white icing and primary color balloons. Sorry, NO EXCEPTIONS.

## PRICES (For Office Use Only – To Be Completed by MSC Staff)

Party Price: **Total: \$375.00**

Additional Ice Cream: \$0.50 each Total:

Additional Half Hour: \$50.00 (first or last party of day)      Total: \_\_\_\_\_

Theme Cake: \$15.00 Total: \_\_\_\_\_

**MINIMUM 15% GRATUITY (or greater) WILL BE ADDED TO PARTY TOTAL:**

Tip: \_\_\_\_\_ & \_\_\_\_\_ Total: \_\_\_\_\_  
Worker 1 Worker 2

Total Costs: \$

Less Credit: \$

Less Deposit: \$

(If Applicable) 3% Credit Card Fee \$

Total Amount Due: \$

**\*\* Deposits are non-refundable.**

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**Signature of Parent/Guardian**

**Date**

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## MSC Representative

**\*Please sign and return the 3 page party contract**

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