



## Birthday Parties at The YM & YWHA of Washington Heights & Inwood



Please read all of the critical information below before you submit your birthday party form.

### TERMS AND CONDITIONS:

1. Your preferred party date and/or time may not always be available. Contact the Birthday Party Coordinator (whose name and contact info is indicated on the bottom of the registration form) to inquire about your preferred date and time. If you submit your form without contacting the Coordinator, he/she will contact you by email to verify the date and time availability. **Do not assume your preferred date and time are available before speaking with the Coordinator.**
2. Parties are for children ages one (1) to twelve (12).
3. Birthday Parties at the Y are for children. We kindly suggest you seek out another venue if you hope to throw a party for adults.
4. All parties are two (2) hours long and should not exceed that maximum. We cannot make exceptions.
5. The Birthday Party Specialist will provide a forty-five (45) minute activity for the children and will end by 12:15 (early party) or 3:15 (late party) at the latest.
6. A **\$175 non-refundable deposit** plus a **\$75 refundable “incidental deposit”** reserves your party date and time. You may pay by VISA, MasterCard, or check (Checks made payable to The YM & YWHA of Washington Heights & Inwood.)
  - a. If paying by check, **you must submit two separate checks: one for \$175 and one for \$75.** Only the \$175 check will be cashed at time of receipt. The \$75 check will be kept in a secure place and destroyed after your party, unless any of items 12.a – 12.f takes place on the day of your party.
7. Your party reservation covers up to ten (10) children, not including the birthday child and children younger than six (6) months or older than sixteen (16) years. **There is a \$5 fee for every child, beyond the tenth (10<sup>th</sup>) that is in attendance. These additional fees must be paid on the day of your party,** or they will be withdrawn from your incidental deposit.
8. **THE BOUNCE CASTLE ADD ON.** For an extra \$65 dollars, add an inflatable bounce castle to your party. Maximum # of kids in the bounce castle is ten.
9. **NEW FOR 2017: CLIMBING WALL ADD ON.** For an extra \$65 dollars, add a climbing wall activity to your party. Trained staff will be on site to lead the climbing wall activity.
10. Parties are not to exceed twenty-five (25) children and twenty-five (25) adults (anyone sixteen (16) and older is considered an adult). Failure to comply will result in forfeiture of incidental deposit and/or the inability to book future parties at the Y.
11. **Final Payment:** The full \$350 balance is due **immediately after the party.** Payment will be received at the Y front desk. The final balance will be based on the number of guests which will be reported by one of the on-site party coordinators to the front desk. All add-ons (ie: Bounce Castle / Climbing wall) will also be added to the balance.
12. The \$75 incidental deposit will be returned to you (either as a card refund or by destroying the check) on the day of the party, unless any of the following takes place as a direct result of you or your guests' actions:
  - a. Destruction of Y property
  - b. Facilities left in an unreasonably messy state
  - c. Unauthorized use of rooms and/or space not included in your party package
  - d. Failure to exit the Y within 10 minutes of party's end time (see #24)
  - e. Failure to pay additional fees (if applicable)
  - f. Having in excess of fifty people in attendance
13. We do not accept cash payments in excess of \$100.
14. By submitting the form and paying your two deposits, you reserve the following:

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- a. The use of two (2) party rooms at the Y for the date and time selected;
  - b. One (1) Birthday Party Leader to help you with anything you need on the day of the party and one (1) Birthday Party Specialist to lead a forty-five (45) minute activity in your selected theme.
  - c. A fifteen (15)-minute consultation phone call with the Birthday Event Planner within one (1) week of your party.
  - d. Disposable plates, cups, cutlery, napkins, and tablecloths.
  - e. A decorated party room in the theme colors of your choice (note that we cannot always guarantee the availability of your preferred colors).
15. If your credit card is declined for any reason, we will notify you by e-mail. Your reservation is not considered complete until your payment is received successfully.
  16. You may enter the room between 30 minutes before the start time of your party to hang decorations, unless otherwise notified by a Y staff member. All decorations must be easily removable and not leave any scuffs or marks on the Y's property.
  17. Because of the constantly shifting space needs of the different programs that operate within the Y on Sundays, **we cannot guarantee the availability of any particular room nor specialist.** If you have (a) preferred room(s) and/or party specialist, we will make every effort to provide you with your preference. However, the Y reserves the right to change party rooms and/or party specialists at any time and without explanation or notification to the party guest.
  18. We are open to decoration-color requests as well as other special requests, but make no guarantees about fulfilling them.
  19. The Y is a kosher facility. All food you bring into the Y must therefore respect the following guidelines:
    - a. No mixing of meat and dairy.
    - b. No shellfish.
    - c. No pork.
  20. Alcohol is not permitted on the premises. Failure to comply will result in forfeiture of incidental deposit and an inability to book future parties at the Y.
  21. The outdoor patio space connected to the "Community Room" is off-limits to party guests. Guests are to utilize the two party rooms indicated to them by the Birthday Party Coordinator prior to their party and as directed on Sunday by the Y Birthday Party Staff. Unauthorized use of additional rooms and/or space will result in the inability to book future parties at the Y.
  22. We do not guarantee the use of a refrigerator or freezer. Guests should plan to bring food that does not require freezing or refrigeration.
  23. Guests are not permitted to use the stovetop, oven, or microwave in the kitchenette connected to the Community Room. Unauthorized use of any of this equipment will result in the forfeiture of the incidental deposit.
  24. Guests must vacate the building at the end of their party time and make an effort to clean up the spaces used. Failure to leave the Y in a timely manner (within 10 minutes of party's end time) and/or leave the space clean will result in automatic forfeiture of incidental deposit.
  25. **Cancellation Policy:** If you need to cancel your birthday, we must have that request in writing by noon on the Friday before the birthday or the \$300 dollar balance will be automatically billed.
  26. If a cancellation is requested on time, The \$125 non-refundable deposit will be subtracted from the refund
  27. All guests must sign in our "hold harmless" form or they will not be permitted to participate in birthday specialist activities.