



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

(*New for 2018*) All parties are scheduled for a maximum of one and a half hours.

Timing for the parties:

Party #1 12:00pm-1:30pm

Party #2 1:30-3:00pm

Party #3 3:00-4:30pm

All parties will begin in the Activities Room with a fifty (50) minute activity for the children led by a Birthday Specialist. The second half of the party will offer a thirty to forty (30-40) minute celebration in the Party Room.

TERMS AND CONDITIONS:

1. Before submitting your Birthday Form, you must contact the Y's Enrichment Manager (see details below) to inquire about the availability of your preferred date and time. **No birthday party is confirmed until you receive an email confirmation that states so.**
2. Parties are for children ages one (1) to twelve (12).
3. Upon confirmation of date and time by the Enrichment Manager, a **\$175 non-refundable deposit** and submission of Birthday Form are required to reserve your party date and time. You may pay by VISA, MasterCard, Debit, or check (checks made payable to the YM & YWHA of Washington Heights & Inwood).
4. Your reservation is not considered complete until your payment is received successfully. If your credit card is declined for any reason, we will notify you by e-mail.
5. By submitting the form and paying your deposit, you reserve the following:
 - A. The use of an Activity Room and a Party Room at the Y for the assigned date and time;
 - B. A Birthday Party Specialist to lead a fifty (50) minute activity in your selected theme;
 - C. Two (2) Birthday Party Coordinators to support the Specialist and assist the families in the celebration;
 - D. A ten (10)-minute consultation phone call with the enrichment coordinator within one (1) week of your party.
 - E. Disposable plates, cups, cutlery, napkins, and tablecloths.
 - F. A decorated party room in the two theme colors of your choice (note that we cannot guarantee the availability of your preferred colors).
6. **Party Fees:** The fee for the birthday party is \$350. This covers up to ten (10) children, excluding the birthday child and all children under six (6) months and older than sixteen (16) years. There is a \$5 fee for every child beyond the tenth (10th) that is in attendance. These additional fees must be paid on the day of your party.
7. Y Members receive a 10% discount on the total cost of the party.
8. Parties are not to exceed twenty-five (25) children and twenty-five (25) adults (anyone sixteen (16) and older is considered an adult).
9. All guests must sign our waiver to participate in the activities run by the Birthday Specialist.
10. **THE BOUNCE CASTLE ADD ON.** For an extra \$75 dollars, add an inflatable bounce castle to your party. Maximum amount of kids allowed in the bounce castle simultaneously is ten (10).
11. **CLIMBING WALL ADD ON.** For an extra \$75 dollars, add a climbing wall activity to your party. Trained staff will be on site to lead the climbing wall activity.
12. (*New for 2018*) **GAGA PIT ADD ON.** For an extra \$75 dollars, add a GAGA (Israeli Dodgeball) activity to your party with our inflatable Gaga Pit.
13. You may enter the Party Room up to 20 minutes before the start time of your party to hang additional 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.

For more information contact the Enrichment Manager (212)569-6200 x220 or email: eweinberg@ywashts.org

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14. Guests are to utilize only the two rooms indicated to them by the Birthday Party Coordinator prior to their party and as directed on the Sunday of the birthday 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.
15. Guests must vacate the building at the end of their party time and leave the room in suitable conditions.
16. **Final Payment:** The full balance is due **immediately after the party**. Payment will be received at the Y's reception desk. The final balance will be based on the number of guests and add-ons which will be reported to the Y's staff by one of the on-site Party Coordinators.
17. We do not accept cash payments in excess of \$100.
18. The Y is a kosher-style facility. All food you bring into the Y must be vegetarian / dairy.
19. Alcohol is not permitted on the premises. Failure to comply will result in immediate removal from the premises and an inability to book future parties at the Y.
20. We do not guarantee the use of a refrigerator or freezer. Guests should plan to bring food that does not require freezing or refrigeration.
21. **Cancellation Policy:** All cancellations must be notified in writing by noon on the Friday prior to the birthday or the remainder of the full cost of the party will be automatically billed.