

Birthday Parties - A hosts guide

Welcome to Pearl Coast Gymnastics Club, we are excited to help host your child's birthday party! 🎉

We have prepared this guide on hosting a Birthday Party with us to help make your experience the best it can be!

The Venue

PCGC operates out of the Broome Senior High School gymnasium (69 Fredrick ST, Broome, WA, 6725). All hosts and guests must use the Kerr ST entrance which is the back entrance to the school when attending the party, and park near the performing arts building.



Some more helpful details to know about our venue:

- We are pram and wheelchair accessible with ramps right from the carpark all the way inside the gymnasium
- Seating is available on benches both inside and outside the venue, with plenty of grassed 'picnic' areas also right out the front of the party space
- Entry is only via Kerr ST, please do not use the front of the school to get to your party
- There are also plenty of parking spaces available near the performing arts building (behind and to the side of it) for guests to park in
- Toilet and drink fountains are also available for guests use
- Food, drinks and shoes are not allowed inside the gymnasium. We encourage guests to wear socks or bare feet, and comfortable sports attire
- This is an alcohol, smoke and e-cigarette free space

Inside the venue:









Party Area

We have a very flexible party area to cater to your unique party needs! Check out some of the pictures of our 'Basic' party setup:



Placing a booking request

The first step of hosting your party with us is to book through our Parent Portal (<https://portal.iclasspro.com/pearlcoastgymnastics/party-booking-01-date>). You will be asked to sign up for an account with us, and provide essential information about your booking. You will also be required to pay a \$150 deposit in order to secure your booking! Through your account on our portal is where you will be billed for your party and can see all the information about your booking! Upon booking our team will be notified and will reach out to have a chat about how we can best support you with your Birthday Party!

All parties start at 9AM, and are only available on Saturdays during the term (unless advised by staff)

3 days before your party

3 days before your party our team will issue the final charge to your iClassPro account for you to pay (payment required prior to the party), and confirm your final party details! You should ensure your final party numbers have been confirmed with our staff before this time to ensure a seamless billing experience.

Day of your party

Woohoo! We allow hosts to arrive at 8:30am, 30mins before your party, to setup any decorations you have, start up the BBQ (if you added this extra), and prepare for your guests to arrive! All parties commence at 9:00AM, and must finish on time to ensure our team have ample time to pack away the venue. We allow hosts 15mins for cleanup of the party area including cleaning the tables, taking down any decorations bought by the host, cleaning the BBQ and putting all rubbish in the bins provided.

A few things to remember:

- Our staff are here to supervise your party and make sure everyone is safe when using our equipment. We are not able to run games, help with cake, teach tricks, etc.
- A \$100 cleaning fee applies if the party space is not left tidy, or the way your found it
- Our staff are qualified gymnastics coaches with Gymnastics Australia, hold advanced first aid and CPR certificates, and Working with Children's Checks
- When the host arrives our team will give you wristbands for each child that has been paid for. These must be worn at all times to ensure only paying guests are using our amazing space!

Packages

Basic

The basic party package is suited to basic parties who just want to use the gymnastics equipment and have some basic party food for guests to enjoy!

Duration: 1.5hrs

It includes:

- 1 hour of free play
- 30mins for cake, presents and your own party games (if you would like!)
- Tablecloths and tables
- Complimentary water for guests
- Bluetooth speaker for your use
- Small indoor inflatable bouncy castle

\$250+ \$10 per child

We are super flexible with how you run your basic party, but here's a guide:

8:30AM - Host arrives and begins setting up food, decorations, etc

8:45AM - Guests start to arrive (give presents, say hello, etc)

9:00AM - Start of free play

10:00AM - Cake 🎂

10:20AM - Party game inside the gymnasium

10:30AM - Guests leave and host begins cleanup

10:45AM - Host leaves

You can also break up the free play and do cake in the middle or a game - It's totally up to you!

Deluxe

Duration: 2.5hrs

Includes:

- 2hrs free play
- 30mins for cake, presents, and your own party games
- Decorations – Tablecloths, balloons, cups, cutlery, plates, etc
- Complimentary water, juice and soft drinks for guests
- Bluetooth speaker for your use
- Microwave and Fridge or Freezer on request
- Indoor Bouncy Castle
- Party Bags – Full of lollies and party favours!

We can also cater for your party with finger foods (see our add-ons below)

\$300+ \$15 per child

We are super flexible with how you run your deluxe party, but here's a guide:

8:30AM - Host arrives and begins setting up food, decorations, etc.

8:45AM - Guests start to arrive (give presents, say hello, etc.).

9:00AM - Start of free play.

9:30AM - Party game inside the gymnasium

(free play)

10:00AM - Cake 🍰

(free play)

11:00AM - Party game inside the gymnasium

(free play)

11:30AM - Guests leave and host begins cleanup.

11:45AM - Host leaves.

Again, it's totally up to you!

Add ons

We also have a wide range of add-ons that can be added to any of the above packages (if not already included in the package itself):

Party plates, cups, cutlery, napkins, etc - \$2 per child

BBQ (including oil, tongs, cleaning equipment) - \$40 per booking

Additional 1hr of free play - \$70 per booking

Additional 1.5hrs of free play - \$90 per booking

Additional 2 hours of free play - \$140 per booking

Drinks Package (includes soft drinks, juice boxes, etc) - \$3.50 per child

Finger food catering (chips, cupcakes, fairy bread, lollies, popcorn and other small deserts) - \$12 per child

Party bags - \$5 per child (full of lollies and party favours)

For more details about add-ons please speak with our team!

Contact Details

For all things birthday parties please email us at admin@pearlcoastgymnastics.com.au

For help on the day, please use the below phone:

08 9192 9202

Photographic Consent + First Aid Consent

During your party our staff may choose to take photographs and videos for our own promotion, by hosting a party with us you accept this agreement (through the booking form), and also accept that our staff are able to provide first aid if needed. Our authorized photographers will wear orange vests when taking photos so it is clear to everyone they are the only authorized person to take photos. This person will hold a WWCC, and receive special child safety training.