



BIRTHDAY PARTY HANDBOOK

325 Cornerstone Lane • Harrisonburg, Virginia • 22802 • USA

Phone: 540-340-3343

www.HorizonsEdgeVA.com

CONTENTS

OVERVIEW1

CODES OF CONDUCT2

PARTICIPANT RESPONSIBILITIES2

DRIVING DIRECTIONS4

TERMS AND CONDITIONS5

AGREEMENT6

OVERVIEW

A Birthday Party at Horizons Edge consists of a two-hour block. Our booking guidelines are as follows:

1. Parties using the bounce houses are for children 4 years of age and older and must meet the minimum height requirement.
2. Horizons Edge will allow birthday parties for children under the age of 4, however, usage of the bounce houses are not allowed.
3. Fees for the birthday parties are based on the number of guests, food, package type, and activity time. A \$100 deposit will be required at time of booking for all parties. Cancellations must be made at least seven (7) days prior to birthday party to receive a refund. All deposits are non-refundable.
4. Balances are due on the day of the party, before the party begins.
5. The base cost for a two-hour birthday party is \$199 when booked Monday-Thursday. A birthday party booked Friday-Sunday is \$299. Costs are subject to change.
6. There will be an additional fee, if the allotted two-hour time frame is exceeded. The fee will be \$50 per thirty minutes.
7. The party fee includes 12 participants. Any additional participants will add a \$15 dollar charge per person.

After a birthday party has been booked, please note the following guidelines, which have been established to ensure the safety of all guests and to help the party run smoothly:

1. The host parent and guests can arrive 15 minutes prior to the scheduled party start time to check in and set up for the party. No earlier, please.
2. Urge guests to arrive on time. Also, parents should be on time to pick their children up at the conclusion of the party.
3. If you have booked a birthday party package Horizons Edge will provide all refreshments, food and party-ware. Please no gum in the facility.
4. No hot plates, crock pots, or any outside food is allowed. Additional food and refreshments can be purchased from our concession stand.
5. At the conclusion of your party, please remember all gifts, party favors, and personal belongings.
6. All legal guardians dropping off a child must come into the front desk to sign a waiver form for their child. Children or any guest may not participate without a signed waiver.

In addition to the above-mentioned party guidelines, participants must also adhere to our general gym guidelines:

1. Appropriate clothing and shoes must be worn.
2. Children must behave appropriately at all times.
3. Children not participating with the party group may not use or play in any other area of the facility other than the party room.
4. The Horizons Edge party host will monitor the party and answer any questions or address any concerns. Horizons Edge youth program staff will also supervise and facilitate the party activity time.
5. Activity rules will be reviewed by the party host before the activity begins.

We at The Horizons Edge strive to provide the best experience in every program that we facilitate. Our Birthday Parties are no exception. Our objective is to provide a fun filled atmosphere that is:

1. A safe and fun experience for all.
2. One that enhances the participants social skills through group interaction, leadership opportunities, and teamwork.
3. One that increases the participants health and well-being through active participation in games, sports, and creative activities.
4. One that builds character through positive values, peer engagement, interaction with role models, and diverse, instructive activities.

CODES OF CONDUCT

1. Approach to Discipline

Horizons Edge staff members are trained to provide positive behavior management, teach peaceful peer-to-peer conflict resolution, and take a progressive approach to discipline. We attempt to determine the motivation of any child or participant who is acting inappropriately and encourage them to take responsibility for their actions to keep all participants physically and emotionally safe.

2. Threat to Safety

If a participant is determined to be a threat to the safety of other guests, staff members, or themselves, that participant will be removed from the program and facility immediately. Any incident of threat to safety can result in immediate termination from the program after a review of the incident.

PARTICIPANT RESPONSIBILITIES

1. Evaluations and Feedback

Your feedback is important! We need your comments, ideas, and input on how to make our programs better. Evaluation forms/emails will be sent periodically throughout the year; please take the time to fill them out and return them promptly. If you have any questions, comments, or concerns at any point please feel free to talk to the party host or the director(s) in charge.

2. Visiting

You are always welcome to visit to view our facility before you book a party. If you visit, please go to the front desk when you arrive at the facility and check in with our program director(s) to help answer any questions you may have.

3. Support at Home/Positive Reinforcement

Children's actions often reflect situations they are experiencing at home, and we understand that disruptions in home environments sometimes occur. If there are any significant changes in home life (i.e. argument with sibling, parent divorce, death of a pet, etc.), please let us know so we can serve as a partner in meeting the needs of your child.

4. Staff and Volunteer Interaction with Child Participants

Horizons Edge strongly recommends that staff/volunteers do not interact with program participants outside of the facility. This includes babysitting, phone/email communication, social media contact, etc. Horizon Edge staff will not transport children at any time unless they are a family member and it is approved in writing by the child's parent or guardian. Please do not ask staff members to provide care, supervision, or transportation for your child.

5. Gratuities

It is our goal that our staff will exceed your expectations and will provide a fantastic experience for your child. We ask that you do not offer gratuities/tips to any of our staff, as they will not accept any. However, if you would like to recognize a staff member, we would appreciate you sending us an email or letter about your experience at Horizons Edge and how the staff member made a difference for your child. We will share this with them and recognize them for the outstanding feedback.

DRIVING DIRECTIONS

325 Cornerstone Lane

Harrisonburg, VA

22802

Coming from James Madison University Port Republic Road

I-81 North *5.2 miles*

Take exit 251 for US-11 toward Harrisonburg

Go South on US 11 (Left Turn)

Turn left at Cornerstone Lane *0.3 miles*

Coming from Downtown Harrisonburg Court Square

Head North on US 11

Continue to follow US-11 *3.5 miles*

Turn right at Cornerstone lane *0.3 mil*



TERMS AND CONDITIONS

1. Contract

This Contract along with a \$100 non-refundable deposit is required to secure a booking with Horizons Edge. The completed birthday party contract, along with the listed deposit, must be filed at least two weeks prior to the requested reservation date. Submission of this birthday party contract does not guarantee a reservation. Reservations cannot be confirmed until the contract and deposit are received and processed by our staff.

2. Venue Access

Parents will have access to the reserved area 15 minutes prior to the party's scheduled start time. Guests will not be allowed into the reserved area prior to the party's scheduled start time. All party attendees must leave the reserved area no later than 15 minutes after the party's scheduled end time.

3. Cleanup

Parents are expected to place all trash and debris inside designated receptacles prior to vacating the reserved area.

4. Decorations

Parents may bring decorations as they see fit, with the following restrictions:

- a. No decorations may be "pinned" or nailed to any surface.
- b. No flames aside from candles on birthday cakes.
- c. No glitter or confetti.

5. Additional Guests

This birthday party contract's final price is based on the number of guests who attend the party. If this number exceeds the amount indicated on the first page of the contract, additional per-guest fees will apply.

6. Food & Drink

No outside food or beverages are allowed in the facility, you may however bring your own birthday cake. Food and beverage will also be available to purchase during the birthday party. Food and beverages can also be pre ordered at time of booking. Check out our concession stand for more details.

7. Guest Conduct

All guests are expected to behave responsibly. Children must always be supervised by an adult. The Horizons Edge staff will issue warnings for unruly conduct prior to asking guests to leave the premises.

8. Liability

By signing this birthday party contract, you release Horizons Edge from any potential liability. You agree to indemnify and hold harmless Horizons Edge and its employees for any damages, loss, or injury that may occur. Should Horizons Edge property be lost or damaged due to the activities of

any of your party's attendees, you agree to reimburse Horizons Edge for replacement or repair of said property.

By signing this birthday party contract, you are submitting a formal request for a party reservation. Furthermore, you are agreeing to hold your entire party responsible for the terms of this contract without limitation. Please note that a reservation cannot be confirmed without full payment of the deposit previously mentioned in this document.

AGREEMENT

I acknowledge that I have received and read the Birthday Party Handbook at Horizons Edge Sports Campus. I understand that the Birthday Party Handbook contains information that my child and I may need during the program and that all participants will be held accountable for their behavior and will be subject to the consequences outlined in the handbook. If I have any questions regarding this Handbook, I should direct those questions to the Youth Program Director.

Parent/Legal Guardian's Name (Please Print)

Parent/Legal Guardian's Signature _____

Date _____