

BIRTHDAY

Parties

WITH INSPIRE!

SAFE / PROFESSIONAL / MEMORABLE / PERSONAL / FUN / EXCITING / JAM-PACKED WITH VALUE!

YOUR PARTY BASICS WITH: Inspire CREATIVE ARTS



Guests

Our parties cater for up to 20 children (*including your child*), with the recommended age for Dance participants being 5-12 years. Host families may opt for a “drop-off” party, or alternatively parents may stay at no additional charge (including infants and younger children). Please enquire for total guest numbers permitted.



Time

Inspire parties run for 2 hours, inclusive of all experiences listed below as well as time for food and cake. Host families have access to the venue 20 minutes prior to the party's commencement, and 20 minutes after the party's conclusion. Please enquire if you would like to book additional time.



Theme

Select your choice of a **BALLET** or **HIP HOP** themed Dance party extravaganza! All events include a fun Disco Dance session at the conclusion of the party). On our booking form, you may also submit additional theming requests to customise your child's experience and make it that even more special!

THE FINER DETAILS



At your Inspire Party, we look after and supply:

- Two fun, energetic and experienced Dance teachers and party hosts;
- A modern Dance studio space equipped with air conditioning, dance floors, mirrors, bathroom and kitchen facilities, and ample parking;
- A Dance class + Dance Activities in your child's choice of genre (**Ballet or Hip Hop**), as well as fun party games appropriate to your child's age;
- A fun Disco session with disco ball lights and glow sticks;
- All game resources and prizes;
- Glitter and/or coloured hair spray + nail polish + eye jewels;
- A Happy Birthday sash or badge for the Birthday Girl or Boy;
- Basic party decor (balloons, streamers, lights);
- Chairs, trestle tables + table cloths for catering;
- A toddler play space for young families (if requested), inclusive of mats, soft play items, small ball pit, toy boxes;
- Photography (supplied on a Google drive the week after your child's event);
- Cleaning and first aid supplies on hand;
- Assistance with catering clean up and rubbish collection;
- A discount voucher for all children to take home, valid for redemption at a future Inspire school holiday program or our weekly classes;
- Access to a fridge and microwave.

MORE INFO ABOUT

Your Big Day

You Look After and Supply:

- Catering of food, drink and cake;
- Serve ware needs (paper, plastic or wooden only please): i.e. serving boards, platters & bowls, cake knife, candles, plates, cups, cutlery, serviettes;
- Party bags or favours (if desired);
- Rubbish removal.

FAQ'S

What information do I need to provide my guests? Aside from the basic party details, please let your guests know to: 1/ Wear party clothes that they can comfortably move and jump around in 2/ Park along Northumberland Road, and accompany their child into the centre 3/ Sign our Conditions of Entry waiver upon arrival.

What information do I need to collect from my guests? You are responsible for collecting any allergy, dietary requirements, injury or medical information that may impact participation in Dance activities. You will receive a phone call from Inspire during the week of your party event, to record any relevant information so that our party hosts are prepared.

My child isn't interested in Dance. Am I able to hire Inspire for my child's party, without the themed Dance aspect? Of course! Our venue can be hired and adapted to suit a range of different activities. Please contact us for further details.

SELF-CATERING YOUR PARTY

Inspire parties are *self-catering*, meaning that host families are responsible for all food, beverage and cake served. You have the flexibility to cater within your own budget. Our friendly team can assist you with setting up your catering table, as well as clean-up. You have access to a fridge for keeping items cold, as well as a microwave if required.

TIPS AND GUIDELINES FOR SELF-CATERING

- **No alcohol** is to be served or brought into the centre.
- **No glass** is to be used when catering; plastic or paper serve ware only (wooden boards are permitted).
- **Beverage tip:** individually bottled drinks is ideal for limiting spillages (i.e. small bottled water or juice for children).
- **Catering tip #1:** individually labelled snack boxes p/child, snack share plates, or keep it sweet with a finger food high tea or dessert buffet. There are many ways you can cater something fun and simple, without the need for hot food options.
- **Catering Tip #2:** Contact our friends at Jackie O's Cafe. They have a yummy catering menu, and food will keep warm for your guests during their two-minute walk to Inspire!
- **Catering Tip #3:** arrange a pizza delivery!

Inspire Party Pricing

\$500 (including GST)

For customised options such as extended time or any other additional requests, please enquire for a quote.



HOW TO BOOK

Your Inspire Party

Step 1/ Please fill in our Inspire Parties: Booking Request Form. The link to this can be found in our introductory email.

Step 2/ We will process your form, and phone you with any queries or clarifications. You will receive a date and time confirmation, as well as a formal quote. Please accept this via return email to: info@inspirecreativearts.com.au

Step 3/ You will receive an invoice for your 50% deposit payment, and our Terms & Conditions. Please make payment, and sign and return the T&Cs by email. Once we have received your signed copy and payment, your party is booked in. Let the preparations begin!

Step 4/ 1-2 weeks prior to your party date, Inspire will:

- Issue an invoice for the final balance payment and security deposit;
- Collect final guest information and event requests;
- Send you your party plan (*please advise us of any changes that you would like to request!*)



Terms & Conditions

By booking an Inspire Party, I (the Party Host), agree to the following Terms and Conditions as set by The Inspired Network Pty Ltd, trading as Inspire Creative Arts (ICA):

- A 50% deposit is required to secure your party booking, with the remaining balance due 3-days prior to your booking date.
- A security bond (\$200) is due 3-days prior to the event. This will be refunded to you within 1-2 business days after the event.
Please supply your bank account information below, for this process to occur promptly:

Account Name: _____ BSB: _____ Account: _____

- ICA accepts the following payment methods for party bookings: credit card or bank transfer. Credit card payments incur an additional 1.75% + 30c surcharge on top of your booking fee.
- In the rare event of cancellation **by ICA** the full booking fee (including the security deposit) will be promptly refunded to you, or otherwise held as credit for a revised date that has been agreed upon between ICA and the Party Host.
- In the event of cancellation **by the Party Host:**
 - Cancellation up to *14-days* prior to your booking: 75% of your deposit will be refunded;
 - Cancellation between *14 days - 72 hours* prior to your booking: 50% of your deposit will be refunded;
 - Cancellation under *72 hours* prior to your booking: 0% of the deposit will be refunded;
- ICA reserves the right to cancel your booking and retain the deposit, if the final balance has not been paid on time;
- Conditions of entry must be adhered to at all times to ensure the safety of all persons. All parents of guests aged 17 years and under and participating in Dance activities must sign Inspire's Conditions of Entry waiver upon arrival;
- Inspire is a non-smoking and alcohol-free environment. Any guests found smoking or consuming alcohol, will be kindly asked to exit the centre;
- For the safety of all guests, glass is not permitted to be used in serve ware, when catering for your party;
- It is the Party Host's responsibility to: 1/ disclose any relevant medical or injury information from Dance participants to Inspire. 2/ Collect allergy or dietary requirements from guests, when self-catering your event. 3/ Cater the event as per our guidelines in this brochure, and remove all rubbish at the conclusion of the event;
- The Party Host will have access to the venue 20 minutes prior to the party's commencement (set-up) as well as 20 minutes following the conclusion of the party (packdown and rubbish removal);
- Whilst ICA will take all reasonable care of all guests, ICA and its employees/contractors/agents are not liable for any loss, injury or illness suffered by guests participating in party activities, or pertaining to the use of ICA property including furniture, decoration, fittings and equipment.
- ICA reserves the right to ask persons to leave who are acting in a disruptive, inappropriate, offensive or dangerous manner;
- Please be advised that any damage to our centre caused by a guest will be the responsibility of the Party Host, including all amounts payable for any damages to equipment, furniture, fittings or any interior or exterior of the centre.

Signature (Party Host): _____ Date: _____