

SAN ANSELMO RECREATION DEPARTMENT  
**GYMNASTICS PARTY GUIDELINES**

**PARTY TIMES**

**9:30 am 11:30 pm 1:30 pm 3:30 pm**

**RESERVATION FEES**

**\$175** (up to ten children) **\$225** (15 children) **\$275** (20 children limit)

**The party is two (2) hours only. Please arrive and leave on time.  
The staff will not open the room earlier than 9:30 am for the first party of the day.**

**NO ALCOHOL ! Food and drinks in the Mt. Tam Room, ONLY!**

**GUIDE FOR USE OF  
MT. TAM ROOM & KITCHEN**

1. Participants are responsible for cleaning up the Mt. Tam Room & Kitchen at the end of their party.
2. Tables and chairs are provided and must be wiped down after every party.
3. The refrigerator and microwave oven may be used and must be cleaned at the end of the party.
4. Please make sure ALL trash and recyclables are placed in bins provided.
5. Floors must be swept after your party. (broom may be found in closet).
6. Spills must be damp-mopped. (mop & bucket may be found in closet).
7. Decorations on the tables and chairs must be adhered with painters tape **ONLY** and removed after your party.

**Suggestion?** Sign-up and pay for 10 children and as it gets closer to your party date call us with the true head count and pay us the difference!

**ADDITIONAL CHILDREN?**

Should the number of guests expected exceed the number paid for, please **call (415) 258-4640** to notify us of the change so that we may make arrangements for adequate staffing. Remember! 20 children is the maximum!

**CANCELLATIONS/ REFUNDS:**

Refunds may be given up to 45 days in advance of party, minus \$6 non-refundable processing fee. Cancellations made at least 14 days prior to the party will be refunded 50% of the registration fee. Any cancellations made less than two weeks in advance are non-refundable and non-transferable.

Staff will have tables and chairs set out when you arrive. Children will be allowed in gymnasium upon receipt of **liability waiver\***. You will have 45 minutes to set up for the food part of your party while the children play. After 45 minutes, children may need juice/water and a cookie, crackers or other carb booster and then return to gym until you are ready for your party in the Mt Tam Room. Please count backward from the ending time to allow enough time to clean up afterward.

**Please do NOT use nails, thumb tacks, screws, staples, pins etc. on the walls !**

**\*A pdf file of the liability waiver may be found in the Document Center on the Town of San Anselmo's website.**



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