



BIRTHDAY PARTY CHECKLIST



Thank you for choosing Life Time for your birthday party. Here you will find all the forms you need to plan your child's special day for you and your guests.

Prior to filling out the forms, please call the Activity Center desk for available dates and times. Party is not booked until confirmed by Activity Center staff.

Once date and time is confirmed, please complete the forms below and return to the Activity Center desk.

For parents of birthday child:

- ☐ Birthday Party Guidelines
- ☐ Birthday Party Agreement
- ☐ Participation Waiver (for birthday child)
- ☐ Climbing Waiver* (for birthday child)
- ☐ Paid in Full

For your guests:

- ☐ Participation Waiver

Please include with the invite and bring with day of party.



BIRTHDAY PARTY OPTIONS & FEES



PARTY OPTIONS

Party durations can be two or three hours booked within the following times:

- Fridays, 4:00 p.m. – 9:00 p.m.
- Saturdays, 12:00 p.m. – 10:00 p.m.
- Sundays, 12:00 p.m. – 6:30 p.m.

Other days and times may be available upon request.

Call your Activity Center for more information.

- Parties are tailored for 12 or more participants
- Ages 1–4 years: One-and-a-half-hour party (45 minutes activity play in gym/45 minutes in the party room)
- Ages 5–12 years: choose from two- or three-hour party

Choose between the following themes (ages 5–12)**

CLASSIC THEMES:

- **Splash Bash:** With fantastic games, relays and fun swim time, this pool party is sure to be a splash.
- **Life Time Games:** Turn a birthday into a field day with a track-and-field-style event course in the gym.
- **It's My Party:** Give the club a workout with this party—choose a mix of all the different activities possible!
- **Pre-K B-day:** Just for 1- to 4-year-olds, this party makes fitness fun with a special celebration.

SPECIALTY THEMES: (Additional \$100 fee applies. Includes paper products, table cloth & special gift for Birthday girl/boy.)

- **All Dolled Up:** Pamper little princesses with this party, which can include nail painting or a tiara-worthy up-do!
- **Escape with a Cape:** This superhero celebration can involve an obstacle course, scavenger hunt and more!

**Themes vary by location. Additional fees may apply.

A la carte offerings:***

- Paper products: plates, napkins, tablecloth, utensils and cups: \$25
- Balloon display: \$10 each
- Bounce house: \$50/hour
- Additional staff member \$25

***Not available at all locations. Based on minimum party participants; swimming parties require one adult to every 3 non-swimmers. Life Time will provide staff for an additional fee. Other fees may apply.

FEES

One-and-a-half or two-hour Party Package for 12 • \$175

Parties with less than 12 participants will be charged for 12.

Includes 2 slices single-topping pizza and 1 juice box per child

Additional participants: \$15 classic theme, \$25 specialty theme

Three-hour Party Package for 12 • \$225

Parties with less than 12 participants will be charged for 12.

Includes 2 slices single-topping pizza and 1 juice box per child

Additional participants: \$20 classic theme, \$25 specialty theme



BIRTHDAY PARTY AGREEMENT



*Party date is not booked until confirmed by Activity Center staff.

Party Theme: _____

Party Date	Party Time	Number of Participants	Email
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Parent Name	Member Number	Phone Number
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Child Name	Age Celebrating	Gender
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Activities: ☐ Swimming ☐ Other — List: _____ Fee: _____
☐ Gym Games List: _____ Fee: _____
List: _____ Fee: _____

For swimming parties: Approximate # of swimmers: _____ Non-swimmers: _____

A la carte add-ons: ☐ Bounce house: \$50/hour ☐ Additional staff member \$25.00 (swimming parties only)

Total: \$ _____ ☐ Balloon display: \$10 each ☐ Paper products: plates, napkins, tablecloth, utensils and cups: \$25

Free smoothie card for the birthday child.

How did you hear about Life Time Kids Birthday Parties? ☐ Walk-in ☐ Postcard ☐ Email ☐ myLT.com ☐ In-Club Marketing ☐ Attended Party or Referred by Friend

GUIDELINES

- Payment is due at time of registration and is nonrefundable. Fee: _____
- Minimum of 12 participants. An additional per-child fee applies for over 12 participants. Fee: _____
- Parties may bring one adult for every three children. This ratio is required for parties using the pool. A fee applies for additional adults. Fee: _____
- Swimming parties: swim test will be given to all participants. One parent chaperone must be in the water during the swim test. Non swimmers will be given a black wristband. **One adult must be in the water – within 10 ft. – for every three non swimmers.** If parent or chaperones do not want to swim with non swimmers they must inform Activity Coordinator two weeks prior to the party and pay \$25.00 for each staff member needed for the swimming portion of party. Party coordinators do not get in the water for the party.
- All participants must fill out a Participation Waiver in advance. Signature of parent or legal guardian is required.
- You may arrive 15 minutes prior to your party time – no earlier please. Life Time staff is available to assist in pre-party setup.
- Parties will transition to each activity at the allocated times (each activity is scheduled for one hour, unless you choose two hours of one activity) – party rooms are not reserved for the entire duration of the party.
- Life Time will provide LifeCafe pizza and beverages. Additional menu items available for an additional fee.
- You supply cake and paper products needed for serving pizza, cake and beverages. Life Time can provide paper products for an additional fee.
- Parties using the pool must comply with all pool rules, including safety breaks. Pool time cannot be guaranteed as situations may occur the day of the event requiring the pool to close. In the event of a pool closure, gym activities will be organized as a backup.
- Parties do not have exclusive use of the pool, climbing wall, education center, party room, studios, or gym.
- Life Time staff will not assist any participant in the use of the bathroom.
- Cameras and video equipment are permitted – shots must include party participants only.
- Facility damages not the fault of Life Time will be charged to participant.
- Party duration is 1.5 or three hours depending on party selected. Participants must exit promptly at conclusion of event.

I hereby understand the contents of the Life Time Birthday Party Agreement and agree to conform to the outlined party arrangements and guidelines. If not, my party may be immediately terminated.

Participant Signature	Date
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Department Head Signature	Date
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Office use only: Payment amount: _____ Team Member Authorization: _____



BIRTHDAY PARTY GUIDELINES



Parent Copy

GUIDELINES

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Reminders

PARENTS

- ☐ Camera
- ☐ Cake*, cake cutter, candles
- ☐ Cups, paper plates, silverware, napkins**
- ☐ Serving utensils
- ☐ Tablecloths**
- ☐ Decorations**
- ☐ Matches/lighter

KIDS

- ☐ Towel
- ☐ Athletic shoes
- ☐ Swimsuit under gym clothes and clothes for after swimming (if swimming)
- ☐ Participation Waiver
- ☐ Climbing Wall Waiver (if climbing)

*Ask us about healthy cake options.

**Life Time can provide these items for an additional fee. Please let us know one week prior to party.

Party Date: _____ Party Time: _____

If you have any questions, call: _____



PARTICIPATION WAIVER



Participant First Name

Participant Last Name

Address

Telephone Number

Email Address

Emergency Contact

Contact Telephone Number

I, the undersigned ("Participant"), in consideration for Life Time Fitness, Inc. ("LTF") allowing my participation in a Life Time Fitness group event or birthday party (the "Programs"), agree to the following:

WAIVER OF LIABILITY

Participant understands that although the facilities, equipment and services of LTF and the Programs are designed to provide a safe level of beneficial exercise and enjoyment, there is an inherent risk that use of such facilities, equipment, services and participation in the Programs may result in injury. Therefore, Participant agrees to specifically assume all risk of injury for Participant while Participant is using any of LTF's facilities, equipment, services or participating in the Programs and hereby waives any and all claims or actions that may arise against LTF or its owners, employees, contractors, volunteers as a result of such injury. These risks include, but are not limited to: (1) Injuries arising from Participant's use of any equipment in connection with the Programs, whether occurring inside or outside of LTF, (2) Injuries arising from Participant's transportation to and from a site that is a part of the Programs, (3) Injuries or medical disorders arising from Participant's participation in the Programs, whether occurring within or outside of LTF, and (4) Actions taken or decisions made by LTF, its staff members, volunteers or chaperones regarding medical or survival procedures for Participant.

ASSUMPTION OF RISK

Participation in the Programs naturally may involve the risk of injury, whether Participant or someone else causes it. As such, the undersigned agrees that he or she understands and voluntarily accepts this risk on behalf of Participant and agrees that LTF will not be liable for any injury, including and without limitation, personal, bodily or mental injury, economic loss or any damage to Participant resulting from the negligence or other acts of LTF or anyone else using the facilities or participating in Programs. If there is any claim by anyone based on any injury, loss, or damage described herein, which involves Participant, the undersigned agrees to (i) defend LTF against such claims and pay LTF for all expenses relating to the claims, and (ii) indemnify LTF for all obligations resulting from such claims.

I have read the Waiver of Liability and Assumption of Risk thoroughly and understand the terms. My participation in the Programs and my execution of the Waiver of Liability and Assumption of Risk are both purely voluntary and I elect to do so in spite of the risks.

Signature of Participant

Date

IF PARTICIPANT IS UNDER 18 YEARS OF AGE, A PARENT OR LEGAL GUARDIAN MUST COMPLETE THE FOLLOWING:

I, the undersigned parent or legal guardian of the Participant, hereby execute the foregoing Waiver of Liability and Assumption of Risk for and on behalf of Participant and agree to bind myself, Participant and any heirs, next of kin, assigns or personal representatives to the terms of the Waiver of Liability and Assumption of Risk. I represent that I have full legal authority to act for and on behalf of Participant, and I agree to indemnify and hold harmless LTF for any expenses, claims or liabilities that may arise as a result of any insufficiency of my full legal authority to execute the foregoing Waiver of Liability and Assumption of Risk.

Signature of Parent or Legal Guardian

Print Name of Parent or Legal Guardian

Date



BIRTHDAY PARTY AGENDA



Child Name _____

Parent Name _____

Party Date _____

Party Location _____

Party Time _____

Party Supervisors _____

Party Theme _____

Agenda (Activity/Time)

1st _____

2nd _____

3rd _____

Menu

A La Carte Items

- ☐ Paper products: Paid: ☐ yes ☐ no
- ☐ Balloon display: Paid: ☐ yes ☐ no
- ☐ Bounce house: Paid: ☐ yes ☐ no
- ☐ Additional staff: Paid: ☐ yes ☐ no

Before Party

- ☐ Check for signed Party Agreement
- ☐ Inform Front Desk and Aquatics staff
- ☐ Reserved Party Spaces
- ☐ Tables / chairs set up
- ☐ Beverages purchased or requested through LifeCafe
- ☐ LifeCafe Pizza ordered and confirmed
- ☐ Collect signed Participation Waivers

After Party

- ☐ Give birthday child his or her smoothie card
- ☐ Party room cleaned and vacuumed; pick up trash, tidy tables and chairs; clean windows
- ☐ Gym and pool area cleaned
- ☐ Receipts turned in to Department Head

Extra Payments (Day of Party)

- ☐ Enter final child head count _____
- ☐ Fee for extra participants \$ _____
- ☐ Fee for a la carte items \$ _____
- ☐ Collect payment for extra participants (over 12)
- ☐ ClubTab – get signature and member number
- ☐ Credit Card – get signature and expiration date

Amount due: _____

Member number: _____

☐ ClubTab* ☐ Credit Card* ☐ Check ☐ Cash

Check/card number: _____

Expiration date: _____

Signature: _____

*Signature required.