



October 1, 2008

Dear Mrs. Rogers:

Thank you for requesting a party/group event at St. Louis Spirits Gymnastics Club. Please complete the enclosed registration form and return it with the required deposit. Parties are booked on a first come first serve basis from the date the deposit is received. Parties are offered on Saturdays at either 2:15 pm or 4:00 pm. You will receive a confirmation packet upon receipt of your registration and deposit.

Please note our following policies:

- The registration and deposit must be received a minimum of 7 business days before the event.
- Due to our safety standards and participant to instructor ratios, the number of participants on the registration form cannot increase after phone confirmation. This policy is firm and non-negotiable.
- If the number of participants decreases after phone confirmation, the balance due will remain the same.
- If you should cancel your party with us after phone confirmation, we will refund your deposit minus 10% of the total fee charged.
- In the confirmation packet you will receive enough release forms for each of your party participants. A completed release signed by the child's legal guardian must accompany every participant on the day of the event. For insurance reasons, only children that meet this requirement will be allowed to participate in the gymnastics portion of the event.

We do not recommend you send out invitations until you have received written confirmation from us. In the unfortunate event that we would not be able to accommodate your party/group event, you would then have to take appropriate and time-consuming actions to notify those invited that the event would not take place at Spirits.

We sincerely look forward to seeing you at St. Louis Spirits Gymnastics Club. We are excited to help you host your birthday party and are sure your guests will have an awesome time, filled with many happy memories. If you have any questions or concerns, feel free to contact me at the phone number below.

Sincerely,

Tasha Weiss
Group Events Coordinator
Enclosures (1)