



## Checklist for Planning your Party

- Booking Your Party**
  - Call Peak (804-897-6800) or come to the gym to book in person**
    - Pay the \$50 Deposit (non-refundable, but transferable)**
- Preparing For Your Party**
  - Have parents/legal guardians fill out the “Assumption of Risk” form for their child. The form can be found at [www.peakexperiences.com](http://www.peakexperiences.com)**
  - Make arrangements for cake and food. We have a full size fridge and freezer for use if you need it the day of your party. We also have a pizza deal with Papa John’s. Call for details.**
  - Bring paper products, and any extra party favors you would like to add to party (we provide tablecloths, balloons, temporary tattoos, stickers, and color changing plastic cups) *Peak does not provide paper products or cutlery.***
  - Have a general head count (We will contact you a few days prior to your event to confirm the number of climbers)**
  - At your convenience please email a roster of your tentative list of climbers to [neil@peakexperiences.com](mailto:neil@peakexperiences.com) . This will allow us to verify each climber has their Assumption of Risks form in our system, and also speed up the check in process at the beginning of your party.**
- The Day of Your Party**
  - All participants should arrive no later than 15 minutes before the party is scheduled to begin.** (This will allow for time for check in, harnessing up climbers, and going over gym rules without cutting into the allotted climbing time)
  - We will check in all climbers and verify we have their Assumption of Risks form on file**
  - We will gather participants on the Mezzanine for rules and harnessing prior to climbing**
  - Our staff will be with you the entire span of your event, so don’t hesitate to ask for anything from them! From ordering pizza to carrying coolers to cutting cake....we are here for you!**
  - Sit back, relax, and enjoy watching your child and their friends have a great time while building confidence and self-esteem as they scale the walls!!! Pat yourself for a job well done!!! 😊**