



# Birthday Party Rental Information & Policies

## Earthplace provides

- A private space for your party, if booked indoors.
- A dedicated space in our picnic grove, if booked outdoors
- A naturalist-led program (if applicable).
- Picnic tables or if indoors tables and chairs (four 2.5'x5' tables, two 2.5'x3.5' tables, 30 chairs, additional tables available upon request)
- Trash/recycling bins and cleaning supplies for tidying up after the party is over

## Payment and refunds

- Full payment is required at the time of booking
- You may request a refund of the total party fee minus \$100, up to 7 days after booking and no closer than 14 days prior to your scheduled party time.
- If you are booking an outdoor party and it rains we will work with you to find a suitable rain date.

## Party policies

- All children must be under **direct supervision** of an adult at all times, including during the naturalist-led program where 4 adults are allowed to attend.
- Up to 16 children may attend our naturalist-led programs. Children younger than 2 y/o are not allowed to attend the program.
- All foods, beverages and party favors must remain in the party room (indoor parties).
- No alcoholic beverages may be served at your party.
- If you choose to hang decorations on the walls, please use masking tape or Velcro. Do not use tacks, duct tape, or other materials that may damage the walls. **No balloons!** Please return the party room or picnic grove to the state in which you found it. We ask all groups to remove any decorations, wipe down the tables, sweep the floor, and put your trash and recycling in the appropriate receptacles. Cleaning supplies will be stored in the kitchen. **NO BALLOONS & NO CONFETTI.** There will be a cleaning fee added if the party is not adequately cleaned up.
- All guests are to remain inside of the party room during the party. Common areas and hallways need to remain clear for all patrons and operations. Outdoor play is permitted during the party. Transport through the building for the nature program will be led by the educator holding the program.
- Your party time includes set-up and clean-up time. You will not be permitted in the room prior to your reserved time. Party groups still occupying a room after the end of their time slot will be charged \$75 for an additional half-hour of room rental.
- Birthday party groups are responsible and will be charged for any loss or damage to our facility, grounds or equipment.
- Any group or user violating the above policies may be asked to leave and/or denied future use of our premises.
- Birthday parties do not gain access to the nature center at any time. Your reservation is only for the designated party space. There is an add-on available to provide access for hosts and their guests to the nature center that can be coordinated at the time of booking.

By signing below you agree to adhere to the policies stated above:

Full name: \_\_\_\_\_

Date: \_\_\_\_\_