



BIRTHDAY PARTY CONTRACT

Today's Date _____ Date of Event _____

Birthday child's name _____ Child's age _____

Rental time: __ 10am-12pm __ 1pm-3pm __ 4pm-6pm

Rental space: _____

of adults expected _____ # of children expected _____

Contact person _____

Home phone _____ Cell phone _____

Email _____

Address _____

City _____ State _____ Zip code _____

Contract Conditions

1. Room rental is specific to one of the two Main Classrooms, Learning Center, Science Center or Pavilion. The picnic area under the maple tree may also be requested.
2. More than 25 guests will incur increased fees. For parties of over 35 guests, please contact the Auerfarm office.
3. Time on the contract indicates the timing of the event. The contracted person/family may arrive 30 minutes early to decorate the party space, and leave the space within 30 minutes after the scheduled party time ends (including clean-up time). You will be billed at the rate of \$100/hour for any time exceeded on the contract.
4. Proper supervision of children while at Auerfarm is the responsibility of the renting party – a minimum of two adults per ten children.
5. All renting groups are responsible for set up and clean-up of items brought in for the party.
6. **Smoking and alcohol are strictly prohibited at Auerfarm.** If the consumption of alcohol is observed, the renting party will forfeit the security deposit and the local police may be notified.
7. Pets are not allowed at birthday parties or near farm animal habitats.
8. Any cost resulting from damage to the property occurring as a result of the renting party's use of the facility will be paid by the contracted person.
9. Auerfarm accepts no responsibility for lost articles or responsibility in the event of accident or injury to any person on the grounds or in the building.
10. A security deposit must be paid at the time of reservation, to be returned after the event.
11. Rental fees must be paid in full at the time of reservation.
12. Breach of contract will result in loss of rental fees and security deposits.

13. If a rental is cancelled two weeks prior to the rental date, a full refund of your deposit and fees will be made. A cancellation one week prior will result in a refund of the security deposit and 50% of the fees.
14. Cancellations made with less than 48 hours notice or no shows will result in loss of the entire reservation fee, and the security deposit will be returned.

IN CONSIDERATION OF THE USE OF AUERFARM, I CERTIFY THAT THE INFORMATION PROVIDED IS ACCURATE. I ACCEPT FULL RESPONSIBILITY FOR THE CONDUCT OF THE GROUP AND ANY DAMAGE TO EQUIPMENT IN THE FACILITY OR THE FACILITY ITSELF.

FEES

- Party up to 25 guests (\$225) Party up to 35 guests (\$300)
- Additional rental time @ \$100/hour (# hours)
- Hayride - \$50 for up to 25 people (Seasonally available April – October; weather dependent)
- Security deposit (\$100)

TOTAL RENTAL FEE:

Renter Signature Date

OFFICE USE ONLY

Actual # of children attending Actual # of adults attending

CONFIRM Staff Renter

Security deposit received date Security Deposit amount \$100 Staff initial

Full payment due date Payment amount Staff initial



BIRTHDAY PARTY RENTAL REMINDERS

- Please remember that Auerfarm is an environmental, horticultural, and agricultural education facility. Please do not pick flowers or remove other foliage from the gardens, fields, or forest without instructions to do so. Please be respectful of the animals and their habitats.
- **Alcohol, smoking, and pets are strictly prohibited.** Pinatas and confetti are not allowed.
- The rented space will be available to you for the time indicated on the contract. You may arrive **30 minutes** before the scheduled time to set up and remain 30 minutes after to clean up the space. Parties that exceed their scheduled time may be subject to an additional rental fee (\$100/hour).
- Children must be supervised at all times, and supervision of children is the responsibility of the contact person on the contract. Appropriate, respectful behavior is expected of everyone at all times.
- Auerfarm is a working farm with woods and fields, and parties are held in all weather conditions. Please ask your guests to dress for any expected inclement weather. Guests may also want to bring sunscreen and/or bug spray.
- Auerfarm will provide the agreed upon party space, chairs, tables, and trash bags/cans.
- All other party goods (utensils, plates, decorations) must be supplied by the renting party.
- The Auerfarm educator assigned to your event will contact you in the week prior to your party to confirm guest count, arrival time, and any additional needs your party may have. No refrigerator or kitchen use is included with the birthday party rental.
- Cancellations made less than two weeks before the scheduled event will result in a loss of 50% of the rental fee. Cancellations with less than 48 hours notice or no-shows will result in a loss of the entire rental fee.
- Payment in full is due at the time of reservation. Payment by MasterCard, Visa, cash, and checks are accepted (checks are payable to Auerfarm).

4-H Education Center at Auerfarm
158 Auer Farm Rd • Bloomfield, CT 06002
www.auerfarm.org 860-242-7144

The 4-H Education Center at Auerfarm is a privately funded, registered 501(c)(3) nonprofit.