



Birthday Party Reservation Form and Agreement

Parent Full Name _____ Child Name _____
Address _____ Member of Schiff? _____
Home Phone _____ Cell Phone _____
Email (required) _____
Date of Party _____ Arrival Time _____ Grade Level/Age _____
Number of Children (3+) _____ Number of Adults _____

Party Topic Requested _____

Rental Fee:
\$180 Members
\$230 Non-Members (includes automatic 1 year family membership)

Important Note: Posted cost is for parties up to 12 children. There is a \$5 fee for each additional child (age 3+) up to a maximum of 20 children. Infants and supervising adults attend for free and are not included in the maximum count. Please add \$5 for each additional child over the age of 3.

Full payment must be received 4 weeks prior to the reservation. Cancellations made with less than 14 days notice may not be reimbursed. Membership fees are considered a donation and are not reimbursed.

Total Due \$ _____

The Schiff Nature Center will provide:

- A room in our educational facility, complete with tables and chairs or an alternate outdoor picnic area
- A two and a half hour reservation which includes the following:
 - 30 minutes for set-up before your party begins
 - 60 minutes of naturalist led activities and games
 - 30 minutes for refreshments and gifts
 - 30 minutes to clean up at the end of the party
- Trash bags and clean up supplies (brooms, dust pans, etc.)
- Refrigerator, freezer, sink, and microwave are available

Parents/Guardians are responsible for:

- Inviting guests to your party
- Providing Schiff with a final number of guests one week in advance of the party
- Providing all food and beverages (alcoholic beverages are prohibited)
- Providing all decorations, paper goods, utensils, and table coverings (balloons and open flame of any type are prohibited, and nothing may be taped to the walls)
- Collecting of all emergency contact telephone numbers for children attending the party
- Assisting the management of the children during the program. While children will be led in activities by a Schiff naturalist, the supervision of children is the responsibility of the hosts and other parents.
- Attending to medical or allergic emergencies of guests

- Cleaning the entire party space, with the help of our staff naturalist. This includes sweeping the floors, throwing garbage and recyclable materials in the proper receptacles.
- Arriving and departing on time

Important Notice:

All party hosts and guests must observe the Schiff Nature Preserve posted site rules. Rental space is limited to the party room only. Children must be supervised at all times by a responsible adult. The party host/renter is responsible for damage to the site as a result of the party; and responsible for the behavior of all guests and assumes responsibility for personal injury to party guests or chaperones.

Booking Information:

Reservations should be made at least a month in advance. Full payment is required to hold your reservation. Full payment must be received 4 weeks prior to the reservation.

Please notify the Schiff Nature Center of cancellations at least 14 days prior to the scheduled party or your payment may be forfeited. Cancellations made with less than 14 days notice may not be reimbursed. The \$50 Family Membership fee built into the cost for non-members is considered a donation and is not refundable.

Make Checks Payable to Schiff Natural Lands Trust.

Please send to:

Schiff Nature Preserve

339 Pleasant Valley Road Mendham, NJ 07945.

Please Call the Nature Center at 973-543-6004 to ensure that your date is available prior to confirming your reservation.

I Have Read and Agree to the Terms of This Rental Agreement Contract.

Signature _____ Date _____

For Office Use:

Date Confirmed _____	Date Paid _____
Guest # Confirmed _____	Check Number _____
Naturalist _____ Confirmed _____	Membership updated _____