



## BIRTHDAY PARTY CONTRACT

<b>Paint-a-Pot</b>	<b>Arboretum Explorers</b>	<b>Terrific Terrariums</b>	<b>Animal Lovers</b>
Ages 4 and up	Ages 6 and up	Ages 6 and up	Ages 4 and up
Cost: \$295	Cost: \$295	Cost: \$295	Cost: \$185
Time: 1.5 hours	Time: 1.5 hours	Time: 1.5 hours	Time: 1.5 hours
Limit: 16 children	Limit: 14 children	Limit: 16 children	Limit: 16 children

### Contract Conditions:

- Parents of the guest of honor are responsible for providing all party supplies including refreshments, food, napkins, cups, utensils; arranging set-up/clean-up of decorations; and removing all garbage from the premises.
- The Birthday child's parents must stay for the entire party and are responsible for the children during the party, including restroom stops and waiting until all children are picked up.
- The Education Center will be reserved for your exclusive use, including one half-hour before the scheduled time for set-up, and one half-hour afterwards for any clean-up
- We ask that all our guests make an effort to use environmentally-friendly party supplies. Please bring recycled or reusable cups, forks, tablecloths, and other decorations whenever possible. **No balloons.**
- A Waiver of Liability (see attached) must be signed and returned with this contract.

### Cancellation and Refunds:

**There is a non-refundable \$50.00 administrative fee.**

Birthday parties are held rain or shine. If for some reason you need to cancel, please let us know as early as possible, but no later than 1 week before the party. Cancellations made after that will result in full forfeiture of party fees.

**Questions:** We can be reached during business hours, Monday - Friday from 9:00AM – 4:00 PM.

We are looking forward to welcoming you to the Arboretum. Please review your reservation and return a signed copy of this contract, along with the remainder of your payment, no later than **two weeks before the party**. Thank you!

**Print name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Reeves-Reed Arboretum* 165 Hobart Avenue, Summit NJ 07901 (908) 273-8787

[www.reeves-reedarboretum.org](http://www.reeves-reedarboretum.org)

# BIRTHDAY PARTY

## Waiver of Liability

**WAIVER of LIABILITY:** Neither the City of Summit nor the Reeves-Reed Arboretum, Inc. assumes any responsibility whatever for any property placed in the Arboretum in connection with the use of the facilities for your session. You agree that the City of Summit and the Reeves-Reed Arboretum, Inc are expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of such use.

**INDEMNIFICATION AND HOLD HARMLESS:** In consideration for the use of the facilities, you agree that (a) you will pay for any and all damage to the property of the City of Summit or the Reeves-Reed Arboretum, Inc. resulting directly or indirectly from the conduct of any of your members, officers, employees, or agents, hired help, contractors, vendors, or other invitees in connection with the use of the facilities; and (b) you will hold harmless and indemnify the City of Summit and the Reeves-Reed Arboretum, Inc. from and against any and all liability which may be imposed upon either or both of them for any injury to persons or property caused by you or any other person, in connection with the use of the facilities for your event.

I/We have read and agreed to abide and be bound by the terms of this Agreement and the regulations of the Arboretum attached.

I/We understand that in the event of any breach of this Agreement, including but not limited to a breach of the Arboretum's Regulations, the Arboretum may enter and retake possession of the premises, regardless of whether my/our function is in progress.

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

