

## BIRTHDAY PARTY RESERVATION FORM

DATE \_\_\_\_\_ DAY \_\_\_\_\_ TIME \_\_\_\_\_

PARENT NAME \_\_\_\_\_ PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ TOWN \_\_\_\_\_ ZIP \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ AGE \_\_\_\_\_ (MUST BE 3 OR OLDER)

NUMBER OF GUESTS (INCLUDING SIBLINGS) \_\_\_\_\_ (MAXIMUM OF 20 PARTICIPANTS)

APPROXIMATE AGE OF GUESTS \_\_\_\_\_ PROGRAM TITLE \_\_\_\_\_

FEE: FAMILY MEMBER \$100.00 \_\_\_\_\_ NON-MEMBER \$125.00 \_\_\_\_\_

**PLEASE NOTE: A \$15.00 NON-REFUNDABLE DEPOSIT IS DUE BY \_\_\_\_\_ AND MAY BE MAILED TO:  
191 FARMINGTON AVE., KENSINGTON, CT 06037. IF DEPOSIT IS NOT RECEIVED BY DUE DATE, PARTY RESERVATION  
WILL BE REMOVED FROM OUR CALENDAR. BALANCE IS DUE UPON ARRIVAL ON DAY OF PARTY.**

### BIRTHDAY PARTY GENERAL INFORMATION

1. Parties are available on Fridays 3:30-4:45 P.M., Saturdays at 10:30-Noon, 1:00-2:30 P.M., or 3:00-4:30 P.M. Special allowances may be made for other times or days if calendar allows.

2. We provide the room (our Nature Lab), tables, chairs, generic plates, cups, napkins, utensils and juice. If you wish, you may bring your own party theme paper goods. We do not provide the cake. You may purchase party favors in our gift shop prior to party date, or we can choose appropriate favors for an additional cost of \$1.00 and up per child.

3. You may choose either a 45 minute Animal Program or a 45 minute Trail Walk with our instructor for the first half of your party. You will be responsible for the remaining half for refreshments and gift opening. Due to time constraints, we recommend cake and or ice cream only; however, if you choose to bring pizza, there will be an additional charge of \$25 for an extra 15 minutes. This extra time is only available at the 10:30 a.m. time slot. Your party reservation includes the use of our nature lab for the time specified.

4. Please plan your arrival to set up no earlier than 15 minutes prior to start of party as the Nature Lab will not be available before then. The Nature Lab will be set up for your party upon your arrival. You are responsible for clean up of disposables. Hungerford staff will break down the room. **PLEASE NOTE: BUILDING CLOSES PROMPTLY AT 5:00 P.M.**

### FOR OFFICE USE ONLY

FIRST CONTACT DATE \_\_\_\_\_ BY \_\_\_\_\_ COMMENTS \_\_\_\_\_

SCHEDULED \_\_\_\_\_ BY \_\_\_\_\_ MAILED \_\_\_\_\_ BY \_\_\_\_\_

DEPOSIT \$ \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ DATE \_\_\_\_\_ BY \_\_\_\_\_

BALANCE \$ \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ DATE \_\_\_\_\_ BY \_\_\_\_\_

*PLEASE CUT ON DOTTED LINE AND RETURN AS CONFIRMATION WITH YOUR DEPOSIT*

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PARTY DATE \_\_\_\_\_ PARTY TIME \_\_\_\_\_ # OF PARTICIPANTS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ CELL# \_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_ PHONE \_\_\_\_\_