



Connecting Children With Nature  
CAPE FEAR BOTANICAL GARDEN

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*Cape Fear Botanical Garden is a non-profit, 501(c)(3) organization. Your support will help to maintain our Garden and sustain our popular education and cultural programs all year long.*

**Cape Fear Botanical Garden Birthday Parties Policy and Contract**

**Child's Name and Age:**

**Date:**

**Primary Contact:**

**Phone:**

**Email:**

**Address:**

**City:**

**State:**

**Zip Code:**

**Garden Member**

Yes

No

**Birthday Party Theme:**

Little Naturalist (ages 3-4) Year round

Reptiles & Amphibians (ages 5-8) Year round

Camouflage Critters (ages 5-8) Year round

Diggin' Dinos (ages 5-8) Year round

Buggy/Butterfly (ages 5-10) April-October

Pond Explorer (ages 8-12) April-October

**Time:**  10am-11:30am (Saturdays Only)

1pm-2:30pm

3:30pm-5pm

**Food:**  Yes, I'm bringing cake and/or snacks (from the approved list).

Yes, I'm ordering from the café menu.

No, I will not be providing any food.

How have you heard about our birthday parties or special events? Please mark all that apply.

Facebook

Friend - Let us thank them!

Cape Fear Botanical Garden website

Other: \_\_\_\_\_

Social Media

(Twitter, Pinterest, Instagram, etc.)

## General Guidelines for Contract

1. Read through the content thoroughly – please note all of the Gardens’ policies and feel free to request clarification of anything that is unclear.
2. A completed contract and full payment is the only way to confirm availability with the Garden. Your proposed dates and locations will be reserved on the date your contract and deposit are received by the Garden.
3. Initial each policy on the line provided to indicate acceptance thereof.
4. Sign and date.

## CFBG Birthday Package

### Package Includes:

- Activity for 12 children to include the birthday child. A maximum of 15 participating\* children can be included at an additional fee. (\$15 for each additional child)
- Access to Garden classroom for 90 minutes.
- 90-minute birthday party includes 45-60 minutes of educational programming followed by 30-45 minutes for cake/snacks and/or gift opening.
- Two Garden staff members for the duration of the party.
- All paper products to include plates, cups, plastic ware, etc.
- Room decorations (decorations remain property of CFBG).
- Private bathroom available for guests.
- Garden admission for all guests.

## CFBG Birthday Party Policies

### General Information:

- Due to classroom space, staffing and materials, a maximum of 15 children (including the birthday child) and 10 adults can be participating in the classroom at any given time. Additional guests must remain in public Garden spaces during the duration of the event.
- Additional participating\* children to what is included in the package, will be charged once you arrive. (\$15 for each additional child)
- Your party reservation is for a 90-minute time period and guests must depart accordingly to allow staff time to clean and prepare for the next celebrating family.
- Please notify the instructor at arrival if you plan on opening presents or serving additional snacks/drinks during the second half of the party so that time adjustments may be made if needed.
- Adult conversations within the classroom should be limited and low volume, to allow children to hear the instructor’s presentation.
- Confetti, glitter or piñatas are strictly prohibited. Balloons are allowed in the building only and must be disposed of or removed from the building at the party’s conclusion.
- The Garden closes at 5pm. Guests at a 3:30pm party must exit the Garden by 5p.m.
- Changes to themes or food must be made 5 days in advance.
- All celebrating families will be admitted to the room for set up no more than 15 minutes before the scheduled party time.

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**Payment and Cancellation Information:**

- In order to secure a date and time, full payment and a completed contract are due at booking.
- Additional charges for extra children will be billed accordingly.
- All cancellations need to be in writing to the Event's Department. If cancellation is received 30 days prior to event, all funds will be refunded minus a \$40 administration fee. If cancellation is received less than 30 days all funds are forfeited. Cancelled events may be rescheduled and all funds will be applied as long as the new event date is booked 6 months from initial event date.

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**Inclement Weather:**

- Parties will be held in all weather conditions except for severe.
- In the case of severe weather or heavy rain, Pond and Bug/Butterfly themed parties may be rescheduled one day in advance or can be changed to an indoor theme to keep date.
- All other themes can and will be held indoors.
- In the case that the Garden closes due to severe weather your party will be rescheduled or fully refunded.

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**Food Information:**

- Families may bring their own snacks and drinks that are on the approved food list for the party guests. Anything not pre-approved is subject to additional fees.
- Approved food list includes: veggie trays, cheese and crackers, fruit trays, chips, dip, cake, soda, water, juice.
- We do not allow ice cream as we do not have a place to store it.
- The Garden cannot supply ice. Personal coolers with drinks are allowed as the Garden does not provide refrigeration.
- Families are responsible for setting up and cleaning up their own outside snack items.
- All cake and snacks must be consumed in the classroom, and may not be brought into the Garden.
- The Garden can help coordinate full meals purchased through the Garden Café. Meal items must be ordered through the Event's Department no later than 5 days in advance to guarantee correct quantities. All meals must be consumed after the 90-minute program\*\* and outside of the classroom.
- All meals will have to be purchased through Cape Fear Botanical Garden Café.
- Alcohol is not permitted unless purchased from the Garden Gift Shop.

\*A *participating* child is defined as any child that is doing crafts or other activities with the group. All participating children will receive a gift bag. There is no split fee for a child who wants to do the crafts but does not want a gift bag or vice versa. Any child over the participating 12 will be charged accordingly.

\*\*All 3:30pm parties will have the option to order food to be consumed before the party starts due to the facility closing at 5pm. Please speak to coordinator for further details.

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

### Party Fee and Damage Waiver

For parties with more than 12 participating children, a fee of \$15 per additional child will be billed to the credit card on file. A participating child is defined as any child that is taking part in the craft activities and/or receives a gift bag. If any damage is made to the classroom or surrounding areas by party participants the appropriate fees will be assessed and charged to the card below.

\_\_\_\_\_ # of additional participating children X \$15 = \$\_\_\_\_\_ charged to your card on file.

\$\_\_\_\_\_ assessed in damage will be charged to your card on file.

I acknowledge and approve this charge.

Sign Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

#### Credit Card Info

Name on card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing zip code: \_\_\_\_\_

Telephone: \_\_\_\_\_