

Birthday Party Request & Agreement

3939 Nearing Lane, Decatur, Illinois, 62521 • Phone: 217.423.7708 • MCCD@MaconCCD.org

Event Information:

 Requested Date: _____ Beginning Time: _____ End Time: _____
 *Subject to availability

 *Children's birthday parties are rented in **4-hour time** blocks.

Contact Information:

Contact Name: _____ D.O.B: _____

Contact Address: _____ City/State/Zip: _____

Contact Phone Number: _____ Cell Phone: _____

Email Address: _____

Emergency Contact Name: _____ Phone Number: _____

Event Details

Birthday Child's Name: _____ Age: _____

 Expected Number of Guests: Adult _____ Children _____ **Total** _____

Additional Comments and Room Choice:

Rental Packages	Small Room	Large Room or Patio	Total
Party for 1-15 Children	\$139.50	\$207.00	
Party for 16-30 Children	\$166.50	\$234.00	

Available Themes:

- Illinois Mammals
- Bugs, Bugs, Bugs
- Frog Music
- Reptilian Roundup
- Totally Turtles
- Wilderness Walk

* If you have another theme in mind, just ask!

We will try to accommodate you.

 * Educational program offerings provided as part of a birthday party are **30-45 minutes** in length.

Room options are defined as follows:

- A **small room** is one of the following choices:
 - Monarch Room
 - Redbud Room
 - Cicada Room
 - Forest Classroom
 - Rodney Washburn Classroom
- A **large room** is one of the following choices:
 - Greenberg Auditorium
 - Monarch Room + Redbud Room
 - Hidden Hollow Patio
- The Acorn Kitchen is **not** included in a birthday party rental and must be rented in addition to the birthday party rental.
- The Monarch Room + Hidden Hollow patio is **not** an option as a large room combination. For private use of the patio, it must be rented in addition to the birthday party rental.

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PAYMENT

- Payment is due in full within 48 hours of receiving your confirmation email to reserve your party date. Payments can be made by cash, check (made payable to Macon County Conservation District), or major credit/debit cards.

CANCELLATIONS & REFUNDS

- 100% refunds are given if the party is cancelled more than 7 days in advance.
- Parties cancelled less than 7 days in advance incur a \$65 cancellation fee. The rest of the balance is refunded.

FACILITY USE

- Renter is responsible to see that all activities are controlled and children are properly supervised at all times.
- Renter shall be completely responsible for the behavior of all guests attending the event and for their prompt departure from the rented room at the end of the stated time.
- No one under 16 years of age will be permitted to use the building unless an adult supervisor is present during the entire rental.
- Macon County Conservation District staff and volunteers are not responsible for supervising children connected with the party.
- Alcohol is prohibited in any Conservation District facility or property unless authorized by permit, including parking lots.
- No person shall enter or remain on Conservation District property in an intoxicated state.
- Smoking is prohibited in all Conservation District facilities and in all other areas owned or operated by or otherwise under the jurisdiction of the Conservation District.
- Rice, confetti, smoke bombs, or similar materials are not allowed inside or outside of the facility at any time.
- Lighted candles, open flames, fireworks, and sparklers are prohibited.
- Please keep noise to a minimum. Renter may be asked to reduce noise level at staff discretion. If compliance is not met, renter violates agreement of contract and may be asked to leave and lose future rental privileges and deposit.
- Renter is responsible for providing their own decorations and supplies not outlined in this agreement.
- Masking tape or painters tape is permitted for decorating. Damage fees will apply if paint or wall damage is found. Nails, screws, staples, and tacks are prohibited.
- Public parking at Rock Springs Nature Center is limited and non-reservable.

FOOD AND BEVERAGE

- Renters may provide their own food and non-alcoholic beverages, or they may utilize professional caterers for the event. Professional caterers must provide their Health Department License and applicable insurance prior to the event date. Vendors that are unable to provide these documents will not be permitted.

- Renters are responsible for providing their catering, linens, dishes, and catering supplies. Any equipment or decorations brought on-site must be delivered, set up, and removed within your reservation time.

FAQ

- Full payment is due within 48 hours of booking your birthday party reservation.
- The reservation will begin and end at the times specified in your agreement.
- Final guest count must be confirmed one week prior to the party date. No refunds or last-minute cancellations for "no shows".
- Parties may be rescheduled based on availability. There is a \$65 service charge on all cancellations received prior to 7 days before the party date.
- At least one parent must be in attendance for the duration of the party.
- It's a good idea to have all the children's parent's phone numbers in case of emergency.
- If you have any questions about your reservation, please call us at 217-423-7708, or email us at MCCD@MaconCCD.org.

VENDORS

- Please list all vendors that you will be using during your event. All vendors used for your event need to be submitted to the Macon County Conservation District 14 days prior to your event to determine insurance requirements. Vendors such as, but not limited to, caterers, performers, and equipment rentals will need to provide a certificate of insurance listing the Macon County Conservation District as an additional insured.

Entertainment: _____

Party Equipment: _____

Catering: _____

SETUP AND CLEANUP

- Fees include setup of chairs and tables.
- The Macon County Conservation District will provide the following with facility rental:
 - Chairs and round and/or rectangle tables up to the maximum capacity of the room.
 - Garbage cans
- Renter is responsible for leaving the facility in the same condition it was found.
- Renter is required to place all trash in containers provided.
- Renters must remove all decorations and place them in appropriate provided trash receptacles. This includes the removal of all tape and hanging materials.
- Nothing may be stored without prior approval; additional fees will apply.

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Additional Rental Rules & Information Sheet for the Rock Springs Nature Center

DECORATIONS

- Macon County Conservation District will not provide decorations, linens, dishes, or cutlery.
- No permanent or damaging changes are to be made to the venue (i.e. nails, duct tape, glue, screws or staple guns). Masking and painters tape are permitted; however, Renter is responsible for any damages these may cause.
- Confetti, fake flower petals, smoke sticks/bombs, rice, and live animals (butterflies, birds, etc.) are not allowed.
- All decorations must be removed at the conclusion of the event. Any items left will be disposed.
- Smoking/fog machines, real candles, sparklers, and fireworks are prohibited.
- No inflatables (i.e. bounce houses, pools, etc.) or tents are permitted.
- Tables indoors and patio furniture outdoors are not to be moved.

ARRIVAL/DEPARTURE

- Access to reserved spaces both indoors and outdoors begins and ends at your contracted time. **This includes decoration set-up and tear-down.** Please plan your times accordingly.
- Occupying the space before/after your contracted rental time may result in additional time being charged.
- Please ensure the reserved area(s) are cleaned up, garbage is placed in the garbage cans, and the area is vacated by guests at the conclusion of the event.
- Items including decorations, food, or other event materials may not be left outside of the reserved event time and will be disposed of.

OTHER REMINDERS

- Vehicles are not permitted on grassy areas, trails, or sidewalks.
- Indoor and outdoor capacity amounts cannot be combined. Meaning, if renting all downstairs rooms plus the patio, in the event of inclement weather, the 100 guests outside cannot join the 110 guests inside as it goes over the maximum allowable capacity. Please make sure to plan accordingly.
- Watch your step while entering/exiting the patio area from the large doors, as there is a height difference in the threshold.
- The Macon County Conservation District is not responsible for lost/stolen items.
- The Macon County Conservation District is not responsible for monitoring nor reporting approaching weather systems to its Renter nor to the participants and spectators at events held on District property. All risk of injury or death from weather-related conditions that may arise is expressly assumed by Renters, participants, and spectators.
- Only service dogs that are leashed are permitted inside the venue, all other animals are prohibited.
- Amplified music or use of a loudspeaker must have prior approval from the venue representative. Music and speaker usage is not permitted after 8pm.
- Event attendees must park in main blacktop parking lot. Parking in staff gravel lot is prohibited. Parking lot cannot be reserved for the event.
- Real candles inside the fireplace or firepit are prohibited.
- Staff will light and extinguish fires at the beginning and conclusion of the event.
- **No cooking** or major food prep is allowed in the kitchen. Warming trays, proofers, and chafing dishes are permitted.
- Only staff can open, close, or move the interior and exterior movable walls and doors. Damages to these due to Renter or guests attempting to move them will result in forfeit of deposit and could result in additional billing to cover damage to the walls or doors.
- Once set up in the pre-approved layout, tables cannot be moved due to possibility of floor damage.
- Children are to be supervised at all times, both inside and outside the facility. Running up and down the stairs, going into staff only areas, or playing with the elevator are not permitted.
- District staff will be on-site at all times during the event as representatives of the Macon County Conservation District. They are there to protect the facility and property, and to assist if Renter has questions or needs more supplies (garbage bags, cleaning spray, etc.) They are not there as a wedding/event planner or coordinator, waiter/waitress, bar server, decorator, babysitter, busser, or in any other capacity. They are there to ensure the Renter cleans the space properly and leaves the venue as they found it.
- If there are any violations to these rules or any other rules listed in this agreement, we reserve the right to immediately terminate the reservation and retain the deposit.



Macon County
Conservation District

MACON COUNTY CONSERVATION DISTRICT

Waiver of Liability

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WAIVER OF LIABILITY AND RELEASE OF CLAIMS

I agree to abide by all terms and conditions set forth in this document, and failure to adhere to these regulations will incur financial penalties and possible legal action.

For consideration of use of Macon County Conservation District properties for a special use event, I recognize and acknowledge that there may be certain risks of personal injury and property loss arising from the event and I agree to assume the full risk of injury, including death, loss, or damage of property from conducting the event. I agree to waive and relinquish all claims I may have as a result of hosting the event. I do hereby fully release and discharge the Macon County Conservation District and its Trustees, Directors, agents, servants, and employees from any and all claims from injuries, including death, damage, or loss which may occur to participants through activities of conducting the event. The Macon County Conservation District reserves the right to require certificate of insurance for any event that increases the District's liability. If required, the User shall provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the Macon County Conservation District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the date(s) and nature of the event no later than twenty-one (21) days prior to the event. If alcoholic beverages are being served or consumed, User must also provide proof of Dram Shop and Liquor Liability insurance. User's insurance shall be primary insurance as respects to the Macon County Conservation District. The District does not assume any liability for property damaged, lost, or stolen on District properties, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages, or loss regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the Macon County Conservation District from any and all losses, claims, suits, judgements, or damages that the User might sustain as a result of any and all activities connected or associated with this Agreement. I have read and fully understand the above details and Waiver and Release of all claims.

PRINT NAME OF RESPONSIBLE PARTY

SIGNATURE OF RESPONSIBLE PARTY

NAME OF ORGANIZATION (IF APPLICABLE)

DATE

Once we receive your request form, one of our staff will reach out to you. Please select your preferred form of contact:

Phone Call _____ Email _____

OFFICE USE ONLY

PAYMENT RECEIVED DATE: _____ **CASH \$** _____ **CHECK #** _____ **CC** _____

ENTERED ONLINE: RECEIPT # _____ **RESERVATION #** _____ **DATE** _____

RECEIVED BY: _____

STAFF SIGNATURE: _____ **DATE:** _____