



Edinburg Scenic Wetlands & World Birding Center
 714 Raul Longoria Rd, Edinburg, TX 78542
 PO Box 1079, Edinburg TX 78540
 (956) 381-9922 * F: (956) 381-0715
 www.EdinburgWBC.org

BIRTHDAY PARTY CONTRACT

Date Requested: _____ Start Time: _____

Name of Birthday Child: _____ Age: _____

Parent/Guardian Name: _____

Phone # _____ Cell # _____

E-mail: _____

Address: _____

of Adult Guest _____ # of Children _____ Age Range of Children: _____

PLEASE NOTE: The program can accommodate **up to 40 people total** (children and adults).
 If you plan to have or have more than 40 guests, you will be charged for a full facility rental.
 Final count must be given, two days prior to the event

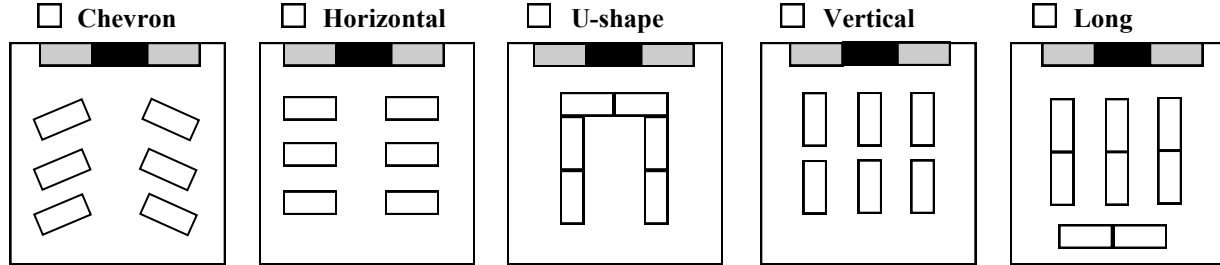
Program Fee Rates			
Check where applicable	Hours	Total FEE	Non-refundable Deposit
<input type="checkbox"/> Up to 25 participants	2 hours	\$100	\$20
<input type="checkbox"/> Up to 40 participants	2 hours	\$160	\$32
<input type="checkbox"/> Up to 25 participants	4 hours	\$200	\$40
<input type="checkbox"/> Up to 40 participants	4 hours	\$320	\$64

PLEASE NOTE: The classroom can not safely accommodate more than 40 people with the Birthday Party set-up. Therefore, if more than 40 people intend to attend, you will be charged the difference for the facility rental fee for the party (\$400 for residents and \$500 for non-residents). If you would like to look into renting the facility for your party, please request the **RENTAL AGREEMENT FORM** or speak to the EWBC Manager.

FACILITY SET-UP

Class Room Set-up

Please check the room configuration that you would prefer for your party.



Additional Requests:

Activity

Please select the type of activity or activities you would like for the Party. If you prefer a different activity, please contact the Education Department for a customized program.

- Animal Puppet Show (30 min)
NOTE: Please discuss specific options with Education Staff
- Nature Walk (30 min to 1 hour)
Please specify: Bird Butterfly Plant Insects General Natural History
- Scavenger Hunt (30 min to 1 hour)
- Nature Craft (30 min to 1 hour)
Please specify: Bird Butterfly Flower Plant Insect Water/Pond
NOTE: Please discuss specific options with Education Staff
- Show and Tell (30 min to 1 hour) *May include skulls, skins, models, shells, etc.*
- Dipnetting for Aquatic Critters (30 min to 1 hour)
- Owl Pellet Dissection (1 hour)
- Outdoor Game (30 min)
NOTE: Please discuss specific options with Education Staff
- OTHER: _____
NOTE: Please discuss specific options with Education Staff

INFORMATION, POLICIES & AGREEMENT

The Birthday Party program includes

- 1 to 2 hours for the birthday party (food, cake, presents) at the guests discretion and full use of the classroom.
- 1 to 2 hour of a nature based program or activity led by staff.
- Tables and chairs for up to 40 guest.

All Birthday Party guest must register upon entrance to the facility. If you exceed the maximum number of participants allowed for pre-determined rate, you will be charged an additional fee (please see program fee rates for more information.)

_____ 1. DOWN-PAYMENT

A 20% non-refundable down-payment and signed contract are required to reserve your event. Payment in full is due two-days prior to the event.

_____ 4. ALCOHOLIC BEVERAGES

Contractee will not sell or allow beer, wine, or any alcoholic beverage to be sold, given away or used upon the premises as part of the Birthday Party Program. If you would like to serve alcohol for the event, please refer to the RENTAL AGREEMENT CONTRACT.

_____ 5. FOOD & CATERERS:

Caterers must coordinate their set-up with the Edinburg World Birding Center prior to the event. The contractee is allowed to bring in any food, but it must be prepared and served in the EWBC classroom.

_____ 6. ELECTRICAL REQUIREMENTS:

All electrical needs (catering or otherwise) must be coordinated with the Edinburg World Birding Center prior to the event.

_____ 7. CANDLES & OPEN FLAME

Other than the lighting of birthday cake candles, candles (including votives) or open flames are NOT allowed on the premises.

_____ 8. SET-UP AND TAKE-DOWN

Set-up is allowed up to 1 hour prior to the event. Clean-up must happen immediately after the event and the contractee must remove all items immediately following the event.

_____ 9. DECORATIONS

Pinatas, confetti, cascarones, aerosol silly string, sparklers, glitter and other similar items are NOT permitted on the grounds. Nails, tacks, tape, wire, staples, glue and similar items may NOT be used without consent of the Center.

_____ 10. PARKING

All vehicles must park in parking lot at the entrance of the facility, or in one of the designated parking areas in the Municipal Park. Caterers & Delivery Vehicles can utilize areas closer the building for drop off & pick-up, but must coordinate the use with the Edinburg World Birding Center.

_____ 12. SMOKING

Smoking is strictly prohibited indoors at Edinburg World Birding Center or within 30 feet from the building.

_____ 13. INDEMNIFICATION

Lessee agrees to indemnify the Edinburg World Birding Center, the City of Edinburg and incurs all responsibility for actions, losses, damages, claims and liability resulting from the event.

I have read, initialed, and agreed to abide by the rules stated on this contract form.

Signature _____ Date _____

For EWBC Use only:

DATE OF EVENT: _____ TIME OF EVENT: _____

ACTIVITIES: _____

PROGRAM TIME: _____ STAFF: _____

CONFIRMED in CALENDAR: Yes / No TOTAL # OF GUEST: _____

TOTAL FEE: _____

DEPOSIT AMOUNT: _____
(20% of Rental Fee)

REMAINDER: _____

DATE PAID: _____

DATE PAID: _____