

Taltree Arboretum & Gardens
450 W 100 N (Main Entrance)
Valparaiso, IN 46385
219-462-0025/ fax 219-462-0848
info@taltree.org



Taltree
arboretum & gardens®

Party Rules and Guidelines:

1. Children's birthday party rentals are offered from **11am-1pm (11am-1:30pm** with Party Extension add-on purchased) on any day of the week in the Taltree Railway Depot only. Taltree Railway Depot is open to the public during birthday rental period, however, a portion of the depot will be reserved for your party rental. Reservations are taken on a first come, first served basis.
2. A **\$50 refundable deposit** is required to book a birthday party rental package in addition to the rental fee. Deposit will be returned within 4-6 weeks if facility is properly cleaned and all activities are concluded on time. Renter shall also forfeit a portion of the deposit for all children in attendance that exceed prepaid amount. (For example, if you pay for 25 children to be in attendance and 28 children attend, you will be charged the \$10 per-child fee for a total of \$30, which will be deducted from your deposit, resulting in a \$20 refund.)
3. Birthday party rental packages must be booked **10 business days (2 weeks) in advance** of the party date. Party packages and add-ons must be **paid in full one week prior** to party date and are non-refundable. Party favor bags will not be available to purchase on your party date. Final count is due with final payment one week prior. (*We recommend purchasing a few extras*).
4. For **every 5 children** attending your party, there must be **at least 1 adult present**. (For a party of 20 children, at least 4 adults must be present.) The maximum amount of children allowed to attend is 30, which requires 6 adults.
5. All parties will take place in the Taltree Railway Depot, excluding the 30-minute docent-led activity in either the Railway Garden or the prairie. Tables and chairs will be set up by Taltree staff in the Depot prior to guest arrival. Maximum number of guests attending any party (including children) is **40**.
6. Renter is responsible for the set-up and clean-up of the party. Admittance into the depot for set-up is allowed 30 minutes prior to the party start time and 30 minutes are allowed for clean-up following the 2-hour party window.
7. Renter is responsible for decorations, refreshments, and any other party supplies they desire. In alignment with our mission to preserve wildlife and our natural surroundings, we at Taltree ask that you please use ecologically-friendly supplies. Balloons, piñatas, Silly String, confetti or tape on the walls are not allowed.
8. Renter is responsible for leading activities beyond those included in their package and is responsible for the safety of the children at all times. The docent will leave following the 30-minute activity portion of the Basic Package or following the two activity portions if a Party Extension was purchased. An employee in the Depot store will be available only for emergencies after the docent has left.
9. If a Party Extension upgrade is purchased, renter receives 1 hour of docent led activities (one discovery tour & one craft) and 1.5 hours of remaining rental time for refreshments, celebration and other adult-led activities. Total rental period is 2.5 hours.
10. Parties will take place rain, snow or shine. Please bring clothing appropriate for all types of weather (closed toe shoes, bug spray & sunscreen are recommended). In the case of extreme weather emergencies, we will provide an alternate activity indoors.
11. Party guests are welcome to stay on the grounds and enjoy the arboretum after the party has ended (until the Arboretum closes). We ask, however, that you please move out of the depot immediately following clean-up.
12. Renter agrees to indemnify and hold harmless Taltree Arboretum & Gardens from and against any loss, liability, damage or costs to persons or property.

Print Name: _____ Address: _____

Email: _____ Phone: _____

Signature: _____ Date: _____