

OXBOW BIRTHDAY PARTY REQUEST FORM

Parent Information	
Parent's first name*:	Parent's last name*:
Street Address*:	
City, State*:	Zip*:
Cell phone*:	Home phone:
Email address*:	2 nd email address:

Child's Information	
Child's first name*:	Child's last name:
Age of child at birthday*:	

Party Information	
Number of expected child attendees*:	Number of expected adult attendees*:
Date requested:	
<u>Preferred time slot:</u> Monday to Friday 3:00 – 5:00 <input type="checkbox"/> Saturday/Sunday 10:00 – noon <input type="checkbox"/> Saturday/Sunday 12:30 – 2:30 <input type="checkbox"/> Saturday/Sunday 3:00 – 5:00 <input type="checkbox"/>	<u>Alternate time slot:</u> Monday to Friday 3:00 – 5:00 <input type="checkbox"/> Saturday/Sunday 10:00 – noon <input type="checkbox"/> Saturday/Sunday 12:30 – 2:30 <input type="checkbox"/> Saturday/Sunday 3:00 – 5:00 <input type="checkbox"/>

Party Activities
<p><i>Farmer-led activity</i> All birthday parties include a 30-45-minute guided activity with one of our trained educational farmers. Activities will vary according to the weather and time of season, our farmer-educators will choose an activity that is best suited for the day and your group.</p>
<p><i>Add-on activity</i> We have plenty for kids to do at Oxbow! If one farmer-led activity is not enough, the farmer can help facilitate any of the following activities (availability depends on the season). Each add-on activity costs \$5/child.</p> <p>Which seasonal add-on activity would you like to add?</p> <p><input type="checkbox"/> Seed sowing, all seasons: Make & decorate a newspaper pot, plant a flower seed and take it home</p> <p><input type="checkbox"/> Summer or Fall U-Pick: Pick berries or veggies to snack on and take home, 1st pint or bunch included (addition charge for more produce)</p> <p><input type="checkbox"/> October Pumpkin Package: Kids have a tour of the pumpkin patch and select a sugar pie pumpkin (w/ recipe card) to bring home</p> <p><input type="checkbox"/> No add-on</p>

Any additional comments or questions for our administrative staff or farmers:

Policies and Other Small Print

Party Waste Policy

As an organization that works in land conservation, we have a low-waste policy and encourage reusable tableware and materials whenever possible and do not have capacity to handle large amounts of waste.

Recycling, Compost, and Garbage cans are on site, and if you'd like to dispose of your waste on site, we charge \$10 to cover the recycling, compost and garbage services. Another option is that we can provide compostable tableware for your event (a plate, utensils, cup, and napkin for every guest) for \$25. Or pack it out with you for no cost.

Please pick from one of the following options:

- Pack-out all of your waste (to sort into recycling, compost or landfill at home)
- Leave your waste with us, for a \$10 charge
- Use Oxbow provided compostable tableware and leave your waste with us, for a \$25 charge

Payment Policy

Once your reservation is confirmed we will send you an invoice for your event. Full payment is due within ten days of receiving your invoice. We can take payment by check or credit card over phone. If there are adjustments that are made on the day of the event, to accommodate more guests, added activities or party waste, we will send you a modified invoice the next business day. All balance payments are due within ten days of receiving a modified invoice.

\$100 of your party fee will be considered a non-refundable deposit.

Rain Policy

Like all activities at Oxbow birthday parties are rain or shine! Our Kids' Clubhouse provides cozy indoor space and seating that is sheltered from the elements.

Refunds and Cancellation Policy

In the unfortunate event you need to cancel your party, written notice of your cancellation must be received at least fourteen (14) calendar days prior to the scheduled party date. You will receive a refund minus the \$100 nonrefundable deposit. We will not issue any refunds for cancellations made within fourteen (14) days of the scheduled party date, and the full payment will be due.

Dog Policy

No dogs allowed, with the exception of registered service dogs of course. We love dogs, but they are not welcome on a working farm