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**Birthday Party Request & Contract Form**

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s Age: \_\_\_\_\_\_\_\_

Party Host(s)’ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_ Zip\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Party Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternative Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parties available Saturdays, 1 – 3 PM April, May, June, July, August, September, and October.

Number of People Attending (See maximum numbers below) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anna Ruby Tea: 2 hours, $180 (6 child minimum), 6 adults, $30 each additional child - 12 child maximum (includes birthday child). Additional adults who want to stay onsite, may walk our trail, or pay admission for either Grounds or a Guided Tour of the Mansion. Suggested age 6 - 10

-Make Victorian craft -Tour the house

-Dress Up in Victorian clothes -Have a Victorian Tea

-Cake by Sweet Things on the Square, Cleveland -1 free return visit to Hardman Farm per child

**Contract Agreement**

1. Request form must be received four (4) weeks prior to the requested date of the party. Dates are subject to availability. Party date and time are not finalized until approved by the Assistant Manager.

2. Full payment is required to hold the party date. Payments can be made in person or over the phone.

3. Included in your party package is a special program, the dedicated space with activities, tables, chairs, and party decorations. Park staff will have the tables and chairs set up for your party, along with the decorations. Party host(s) and guests will not have access to the party area any time before 12:45pm on the date of their party. Park staff will begin cleaning and reset of the party area at 3:30 pm. Party host(s) will be charged an additional $100 if the room is not vacated by 4:00pm. Park closes at 4pm.

4. Decorations are allowed but cannot be put up in any way that will damage walls, ceilings, or floors. Music and activities must be kept at a reasonable volume.

5. Alcohol is prohibited. Smoking is prohibited inside any structures throughout the site.

6. Adult supervision is always required for all children when not accompanied by a staff person.

7. Parties cannot be scheduled during an event day at Hardman Farm.

8. Party will begin at 1:10pm regardless of all participants being on site.

*\*The customer signing below will be the one held responsible for any violations of this agreement.*

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Host(s) Signature Date