

WESTMOOR PARK BIRTHDAY PARTY REMINDERS

- Westmoor Birthday parties are Saturdays & Sundays ONLY; 11am-1pm, 12pm-2pm or 1pm-3pm.
- Renters may **arrive 15 - 20 minutes prior to the contracted rental time** to set up and can stay **approximately 15 – 20 minutes past the contracted time** to clean up. The tour is given first which gives you extra time to finish any preparations for the party.

- Decorations can be taped on the center pole, tables, chairs and windows only.

DO NOT TAPE TO THE WALLS!

- Food & beverages permitted in the Hunter Room (party room) & Kitchen ONLY. Renters will have access to our refrigerator, freezer, stove and microwave during their party.
- Clean up is the responsibility of the renter. We provide a vacuum cleaner and trash bags.
- The tour will take 45 min. to one hour. At least two adults must accompany the tour guide in case of an emergency and to supervise the group.
- Supervision & discipline of attending children are the sole responsibility of the attending adults. Appropriate, respectful behavior is expected of everyone at all times.
- Please have everyone dress for the weather. We will go outside rain or shine.
- The \$75 deposit will be returned to you at the end of the party, provided: fee was paid in full, Westmoor property hasn't been damaged, the room is cleaned sufficiently and arrival/departure times did not exceed allotted rental time.
- Payment is due in full more than 2 weeks prior to the rental date.
- Cancellations made less than 2 weeks before the rental will result in a loss of 10% of the deposit.
- Cancellations made within 24 hours of the rental will result in a loss of the entire deposit.
- We suggest that your party be as environmentally friendly as possible; use washable recyclable plates, cups and utensils and buy juice in recyclable containers.
- Please remember that Westmoor Park is an environmental & horticultural education center. Please be respectful of the wildlife & grounds and help us to preserve the natural history of Westmoor. Please do not pick flowers or other foliage from the gardens, fields, or forest.
- The following are **not** permitted at Westmoor: smoking, alcohol, picnicking or ball playing.
- NO food or beverage of any kind allowed in farm area or barnyard.
- By Town Ordinance, Westmoor Park has a NO pets allowed policy and a NO picnicking policy.
- The maximum number of children per party is 20 including siblings, infants or other guests.
- The maximum number of people (children & adults combined) permitted in the Hunter Room (the party room) is 45, per Town of West Hartford Fire Code regulations.

Please contact our office Monday through Friday 9:00am-4:30pm, phone: (860) 561-8260; fax: (860) 236-3815, westmoorpark@westhartford.org, westmoorpark.org, if you have any questions. Westmoor Park is located at 119 Flagg Road, West Hartford, CT 06117.