



## **Nature Birthday Parties**

**All rates, policies and procedures are subject to change.**

### **Age**

The birthday child must be turning a minimum of 4 years old.

### **To reserve your Nature Birthday Party**

- Call Maegan at 270.393.0077

### **Availability**

Nature Birthday parties are generally available 7 days per week on a first-come, first-served basis. All private events are contingent upon the Park's own schedule of events and activities.

- A hold may be placed on a date for 3 days. If the event is not confirmed within that time, *the hold will be lifted without notification.*

### **Capacity**

Maximum group size is 25 children, including siblings. Due to facility limitations, the total attendance maximum including adults is 60.

- We recommend the Nature Birthday Party for children ages 4-11

### **Payment**

Payment is due in full when the rental agreement is signed. Renters must view the room before signing a rental agreement.

- Member discounts apply.

### **Rescheduling Policy**

You may re-schedule your Nature Birthday Party event 1 time, if you make arrangements for a new date at least one month prior to the reserved date. The cancellation policy will apply if rescheduling your event less than one month prior to the event.

- Contact Maegan at 270-393-0077 or [maegan@lostrivercave.org](mailto:maegan@lostrivercave.org) to reschedule an event.
- If you must reschedule, we will do our best to find an alternative date. However, if rescheduling is not possible, the cancellation policy will apply.

### **Cancellation Policy**

A full refund is available for events cancelled more than 6 weeks prior to the event date. Cancelling your event within 6 weeks of the event date will result in forfeiture of 50% of the fee.

### **Renter's Responsibilities**

You are responsible for the actions of all guests. All children must be chaperoned while outside the River Birch Room and while on park property.

- Provide an adult to chaperon children to and from the restrooms.
- Set-up and breakdown of all tables and chairs.
- Set-up and removal of all party décor. All decorations must be temporary. No tape, adhesive, staples, push pins or other hanging method is permitted.
- Clean-up of all food, supplies, paper products, etc.
- Removal of gift boxes and packaging to an 'official' trash bin.
- Food must be prepared in advance, or may be delivered.

Please note that Lost River Cave kindly requests that you use environmentally-friendly items that have minimal packaging, and, if possible, are made of recycled or recyclable materials.

### **Equipment and Amenities**

- 12 Rectangular Tables (8'x18")
- 12 Round Tables (48" diameter)
- 60 Chairs
- AV Equipment
- 2 White Boards
- Kitchenette (no oven)

### **Parking**

Unloading may be done from the staff parking lot. During the event, please park in the Water Wheel parking lot.

**Contact Maegan Monday-Friday for information and reservations**

**270.393.0077**

[maegan@lostrivercave.com](mailto:maegan@lostrivercave.com)