



Birthday Party Request Form

Please submit this form to coline.hay@alexandriava.gov. An Environmental Educator from the Jerome "Buddie" Ford Nature Center will contact you to confirm your request. **This request does not guarantee a party space.**

◆ CONTACT INFORMATION

PRIMARY CONTACT _____

CHILD'S NAME _____ AGE (TURNING) _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL _____ PHONE _____

◆ PARTY DETAILS

DATE REQUESTED (MM/DD/YY) _____ PREFERRED TIME 10 a.m. - 12 p.m. 2 - 4 p.m.

**Please call or email to schedule. Dates and times are subject to availability.*



◆ BUILD YOUR PARTY

Select your party preferences below.

PARTY SIZE

TOTAL NUMBER OF CHILDREN EXPECTED TO ATTEND _____
(Birthday party reservation fee covers up to 15 children.)

Live Animal Program (Please select one)

African Adventure (ball python, fat-tailed gecko, hissing cockroaches, uromastyx)

Alexandria Natives (corn snake, box turtle, painted turtle*, North American millipede)

Around the World (Uromastyx, fire-bellied toad*, axolotl*, corn snake)

Creepy Crawlies (whip scorpion*, ball python, hissing cockroaches, North American millipede)

Live Animal Feeding (Please select one)

Box turtle

Uromastyx

Axolotl

Snapping turtle

**Amphibians, aquatic turtles, and arachnids may only be handled by staff members.*

Pick your Craft (Optional- \$3.00 per child)

Owl Craft

Gecko Craft

Turtle Craft

Snake Craft

Office Use Only

DATE BOOKED: _____

STAFF: _____

AMOUNT PAID: \$ _____

PAY REFERENCE: _____

DATE RECEIVED: _____

EXTRA FEES

\$ _____ Craft (optional)
(\$3 X number of children)

\$ _____ Additional Children
(\$10 per child, no more than 20 children total)

\$ _____ Clean-Up Fee
(\$30 cleaning fee charged only if room is not cleaned up after rental)

Notes:

◆ PAYMENT

City of Alexandria Resident \$275

Nonresidents: \$300

City of Alexandria residents have the following zip codes: 22314, 22301, 22302, 22304, 22305, 22311, 22312.

* The address on your check or credit card billing zip code must match one of the above if you check the first box. **Make checks payable to "City of Alexandria".**

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◆ LIABILITY GUIDELINES

The undersigned certifies that they are familiar with the rules and regulations and responsibilities of the renters of recreation facilities and that the same will be enforced and honored by the renting party. The undersigned further certifies that he or she is the legally authorized representative to act for and accept such responsibilities for the renting party. Further, the Authorized Party Representative accepts the responsibility for any costs involved in replacing or repairing damages to the Nature Center or its exhibits caused by the rental party. Final approval and confirmation of this reservation is contingent upon receipt of required payment.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

PRINT NAME _____

◆ GENERAL INFORMATION

Nature Center birthday parties are for children turning ages **4-10**. The registration fee covers a birthday party of up to 15 children. If you have more than 15 children, there will be an additional \$10 fee per child. You may have up to 20 children at the party. Our total room capacity is 32 people, so please take this into account when planning your party. We recommend a walk-through of the nature center prior to your party to see the facility and to see the animals available for the animal programs. You will also be able to see our craft options at this time, which you will be able to add to your party for \$3 per child. Please schedule an appointment or call ahead to make sure we are available for you.

◆ RESERVING YOUR PARTY

You must call or email us for availability. Once an Environmental Educator confirms an available date/time, we will hold your tentative reservation for 7 days. To confirm your registration, you will need to complete the registration form and pay the registration fee within the 7 days of making your tentative reservation.

◆ PAYMENT POLICY

All pricing and rates are subject to change. Total cost will be determined by Page 1 of the Birthday Party Request Form, and subsequently confirmed or adjusted by the Nature Center staff. Payment is due within 7 days of your tentative reservation. If additional children attend, we will adjust the total cost and you will need to pay the difference accordingly on the day of the party. The Nature Center will accept payment via, check (**made payable to "City of Alexandria"**) or by credit card. Please note that we cannot accept credit card payments over the phone.

◆ EVENT POLICIES AND TIMELINE

1. Hosts may arrive any time within 30 minutes of the party start time.
2. Reservation includes use of the Activity Room, not the entire Nature Center. All activities, aside from those led by an Educator, shall take place in the Activity Room.
3. You will need to provide your own decorations, tableware, and refreshments. We have found that individual beverages work best in this setting. All food and drink must remain in the Activity Room. We do not have a refrigerator or kitchen available for public use. Food delivery is permitted.
4. Glitter, piñatas, noise makers, and alcoholic beverages are not permitted anywhere in the facility. Balloons are permitted, but must remain inside of the Activity Room.
5. Hosts are fully responsible for clean-up of the Activity Room within 30 minutes of the party's end time. Cleaning supplies are provided. A fee of \$30 will be charged if the room is not returned to its original condition.
6. At least 2 adults must accompany children at all times, including on outdoor hikes. The Educator is not responsible for group management and discipline.

Birthday Party Format

- Rental party setup/decoration
- **Educator-led animal program**
- **Animal Feeding**
- **Hike (weather permitting)**
- Cake/presents
- Clean-up

Our staff will be present for the items listed in **BOLD**.

I HAVE READ AND AGREE TO THE ABOVE STATEMENTS.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

PRINT NAME _____

To submit this request please do one of the following:

- ❖ Drop off at the Nature Center
- ❖ Email to: coline.hay@alexandriava.gov
- ❖ Mail to: Jerome "Buddie" Ford Nature Center
Attn: Reservations
5750 Sanger Avenue
Alexandria, VA 22311

QUESTIONS?

Please call the Nature Center staff at 703.746.5559