



DISCOVERY GREEN™

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Birthday Party Agreement

Please complete and return this Agreement along with your total payment (check, credit card or money order) and security deposit to confirm your reservation (please call before returning this form via fax/email to ensure date/time you are requesting is available). **Birthday Veranda is only available between Tuesdays – Fridays. No weekends or holidays due to the large crowds in the vicinity of the birthday veranda area .** Discovery Green must be notified immediately of any change in plans or of any cancellation. **If the birthday party is cancelled for any reason, the \$100.00 security deposit is non-refundable. Please read policies and guidelines carefully before signing the Birthday Party Agreement.**

DATE OF PARTY: _____

TIME OF PARTY: _____

OF CHILDREN: _____

STATEMENT OF CHARGES:

\$ _____ Stedman West Veranda @ \$150.00 for 2 hours

\$ _____ additional tables ____ @ \$8.25 ea. / additional chairs ____ @ \$5.00 ea.

\$ 25.00 fencing (2 sides only)

\$ 100.00 Security Deposit

\$ _____ Total

Reservation Information

NAME OF PARENT: _____

ADDRESS: _____ CITY _____ ZIP _____

HOME PHONE: _____ CELL PHONE: _____ WORK PHONE: _____

EMAIL: _____

CHILD'S NAME: _____ AGE: _____

TERMS OF AGREEMENT: I have read the guidelines and policies on the attached sheets, which are an integral part of this Agreement, and accept responsibility as outlined. I understand that Discovery Green Conservancy, Discovery Green Staff, the City of Houston, Houston Downtown Park Corporation, and Central Houston Inc., will be held harmless for actions arising out of the use of the park's premises. I understand that the \$100.00 security deposit is non-refundable if the reservation is cancelled for any reason, and my security deposit can be withheld to repair damages, cover cleaning costs, or if the Discovery Green policies & guidelines are not met.

SIGNATURE OF RENTER: _____ DATE: _____

Discovery Green agrees to rent the facility under the terms of the Agreement for the date and fee listed above.

DISCOVERY GREEN CONSERVANCY: _____ DATE: _____



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BIRTHDAY PARTY RULES

1. Renter is responsible for ALL children attending their party. Children are at all times to be supervised by the renter and/or other adult chaperones. Minimum of two (2) adult for every twenty (20) children. Discovery Green Staff will NOT watch or take care of children.
2. The Birthday Veranda will be available to you 15 minutes prior to your scheduled start time for decorating; however the party area must be cleaned & vacated within 15 minutes of the end time of your party. Otherwise, you will forfeit your security deposit.
3. **Discovery Green will provide 2 tables & 20 chairs. If you wish to rent any additional tables/chairs there is a fee of \$8.25 per table & \$5.00 per chair.**
4. The party cannot be extended to accommodate late arrivals.
5. Discovery Green reserves the right to remove any equipment or individuals that might cause harm to the public or premises.
6. Discovery Green does not assume liability for any theft of personal property that occurs within the park.
7. **Additional charges will be assessed if there is any damage to the park or park property in excess of the security deposit amount.**
8. Discovery Green does not allow live animals, piñatas, silly string, confetti, sidewalk chalk, paint, water balloons, cooking or open flames (with the exception of candles on the birthday cake) anywhere in the park.
9. The renter is responsible for the following: decorating, serving refreshments, cleaning up during & after the party, gathering all trash created during their party, and leaving the rental area in the same condition as upon arrival. ALL trash must be bagged by renter. Discovery Green employees will not assist with clean up.
10. **A Discovery Green staff member must be notified immediately if an emergency or problem arises.**
11. In the event of rain, parties can still be held at Discovery Green because the birthday veranda is covered; therefore there is **no refund for rain days**. If you choose to cancel your party due to rain, you will have within 1 year to reschedule; however you will forfeit your security deposit, and a new \$100.00 deposit will have to be paid to reserve the new party date.
12. Security deposit will be returned to renter within 2-3 weeks if no charges or damages are incurred during their party.



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13. **Do not move the tables in the indoor multi-use room, or allow any wet persons in the multi-use room. Be sure that children use chalk on chalkboard wall in Puppet Area ONLY, not on pavers or walkways (security deposit can be withheld to cover any additional cleaning costs).**
14. Renter will have private access and use of the Birthday Veranda area; however the Family Area including the Interactive Fountain, Playground, & Mist Tree will remain accessible to the public.
15. Party décor is limited to balloons, centerpieces, tablecloths and party tableware; however, the park does not allow any tape, nails, pins, tacks or putty to be used on the walls or doors and decorations may not be hung from the ceiling, trees, or shrubs in any fashion.
16. The Stedman West Veranda can only be rented for children's parties, no adult parties or company picnics. **No alcohol consumption is allowed in the Stedman West Veranda.**
17. Discovery Green will ONLY provide a broom, dustpan, & trash liners for trash accumulated during party. Renter is responsible for bringing any and all other items they will need for their party such as: cleaning spray or wipes, paper towels/napkins, plates, cups, utensils, large bags for party gifts, etc.

Parking fees are not included. Parking options are: the underground parking garage located at 1002 Avenida de las Americas: 0-2hrs \$5, 2-4hrs \$8, 4-8hrs \$10, 8-14hrs \$12, 14-24hrs \$15, and EVENT PARKING IS \$10, nearby surface parking lots \$3 +up – depending on events, & metered parking \$1.25/hr or \$6.00 for the entire day. **Metered parking is free after 6PM on Sundays ONLY PLEASE BE SURE to read signage & stay away from bagged meters & red meters!** Please visit www.discoverygreen.com for more information on parking.

18. If you wish to provide entertainment for your party guests, please keep in mind that the following are **prohibited**: petting zoos, live animals, rides, and moonwalks.

**If you need any suggestions or contacts for party entertainment or have any questions please contact
Lori San Miguel @ 713.800.4700.**

DON'T FORGET TO ASK YOUR GUESTS TO BRING TOWELS & A CHANGE OF CLOTHES!

❖ A helpful tip to make things a little easier for you!
Order snacks/food from The Lake House which is located near the Family Veranda!
713-337-7320



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CREDIT CARD INFORMATION

Please bill \$ _____ to my credit card:

- Mastercard Visa Discover AMEX

Credit Card Number

Expiration Date

Name as it appears on credit card

Signature