

Old Westbury Gardens: Party Policies & Guidelines

Booking, Deposit & Payment

- Birthday parties are offered on select Saturdays and are booked on a first-come, first-served basis.
- A party is considered confirmed only when:
 - A signed Birthday Party Agreement is received, and
 - A non-refundable \$450 deposit is paid.
- The \$450 deposit is applied toward the total party cost.
- The remaining balance must be paid in full no later than one (1) month prior to the scheduled party date.
- If the remaining balance is not received by the one-month deadline, Old Westbury Gardens reserves the right to:
 - Release the party time slot
- Final guest count is due one (1) week prior to the party date.
- Any outstanding balances or approved add-ons must be finalized before the party date.
- Cash payments, if used, must be provided to staff in a clearly labeled envelope.

One-Month Booking Deadline

- Parties must be booked and paid in full at least one (1) month prior to the scheduled party date.
- If this requirement is not met, Old Westbury Gardens may:
 - Release the party date and time
- The \$450 deposit remains non-refundable.

Pricing & Guest Count:

- The base party fee of \$900 includes the birthday child and up to 20 child guests.
- Additional child guests are \$30 per child, subject to space and staffing capacity.
- All children are counted as guests regardless of membership status.
- The final guest count is locked one (1) week prior to the party.

Day-Of Additional Children

- If additional children attend the party beyond the confirmed guest count, they will be added to the final cost at \$30 per child.
- Payment for additional day-of guests is required before the conclusion of the party.
- Old Westbury Gardens reserves the right to limit or deny entry to additional guests if capacity or staffing limits are exceeded.

Staffing & Program Inclusions:

Each birthday party includes:

- Two (2) Old Westbury Gardens staff members
- Two (2) hours of exclusive use of a private party space for up to 20 child guests (50 person capacity)
- A themed garden tour and scavenger hunt
- One to two hands-on crafts and activities based on your selected theme
- Three (3) plain cheese pizzas and two (2) liters of soda (add-ons available)
- White Tablecloths, Themed cups, napkins and plates
- Tables and chairs for all child guests, plus one family table and a food table

Food & Refreshments:

- Three (3) plain cheese pizzas and two (2) liters of soda are included from a local pizzeria
- Additional pizza and beverages can be purchased, please email your birthday party associate one week prior to your party to coordinate this.
- Due to safety and site regulations:
 - Food preparation, warming equipment, Sternos, and electrical appliances are **not permitted**
 - Alcohol is **not allowed**
- Families may enjoy light refreshments in the party space, and must remove all food and trash at the conclusion of the party.
- A refrigerator is available for use.

Outside Entertainment & Decorations:

- Outside entertainers (costumed characters, performers, face painters, balloon artists, etc.) are **not permitted**.
- Decorations must be minimal, temporary, and approved in advance.
- Confetti, glitter, balloons released into the air, or items that may damage the gardens are **not allowed**.

Photography & Media:

- Old Westbury Gardens reserves the right to photograph or record birthday parties for promotional and marketing purposes.
- Personal photography is permitted.
- Commercial photography or videography requires **prior written approval**.

Weather Policy:

- Birthday parties take place **rain or shine**.

- In the event of severe weather that makes outdoor programming unsafe, Old Westbury Gardens may:
 - Modify activities
 - Relocate portions of the program when possible
 - Cancel the party if conditions are unsafe
- If Old Westbury Gardens cancels due to weather or other circumstances beyond our control, a **full refund** will be issued or the party may be rescheduled when possible.

Rescheduling & Cancellations:

- Parties may be rescheduled due to illness or unforeseen circumstances with advance notice.
- Deposits may be transferred to a new date **subject to availability**.
- Cancellations made more than **14 days prior** to the party date may be eligible for a refund, excluding administrative fees.
- Cancellations made within **14 days** of the party date may forfeit the deposit.
- Old Westbury Gardens reserves the right to cancel a party if policies are not met or are violated.

Party Day Guidelines

1. Party hosts may arrive up to **30 minutes prior** to the scheduled start time.
2. All guests must remain with the party group unless otherwise directed by staff.
3. Old Westbury Gardens staff facilitate activities; **hosts are responsible for guest behavior and supervision**.
4. Staff may request adult intervention if a child's behavior becomes unsafe or disruptive.
5. Old Westbury Gardens reserves the right to end a party early if behavior compromises safety or the site.

At The Conclusion Of The Party

- All personal items, decorations, and trash must be removed promptly, within 30 minutes of the party conclusion.
- Final payments or adjustments must be completed before departure.
- Gratuity for staff is optional and not included.

Agreement & Acknowledgment:

I have read and understand the Old Westbury Gardens Birthday Party Policy and agree to comply with all guidelines outlined above.

Party Host Name: _____

Signature: _____

Date: _____

Party Date: _____

Birthday Child's Name & Age: _____