

# 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 15 child guests.
- Additional child guests are \$30 per child up to 20 child guests in total, 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.
- Additional 30 minutes of party time available at the end of your event \$150

## **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 15 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**
- 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, 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:** \_\_\_\_\_