

Prospect Park Audubon Center Birthday Party Contract

The Prospect Park Audubon Center is dedicated to inspiring people to appreciate, learn about and protect birds and other wildlife and their habitats. A partnership of the Prospect Park Alliance and Audubon New York, the Center is located in the magnificently restored Boathouse.

The two hour birthday party at the Audubon Center begins at 10am. In addition to the two hours allotted, access to the building to set up the party is available starting at 9:30am. Parties include use of the Audubon Center for two hours with a nature activity taught by one of the Teacher Naturalists. The teacher will also show you and your guests around the exhibits. An optional electric boat ride with narrated tour is available April – October, weather permitting for an additional fee.

Two six-foot tables are set up on the lower level of the Center. You may provide a birthday cake or other simple snack, tablecloths, utensils and paper goods. Please keep in mind that the Center opens to the public at noon and clean up must be fully completed by this time. Party guests are welcome to remain in the Center after it opens to the public.

Fees		
Up to 28 children & other participating guests	\$375.00	Prospect Park Alliance Member (100.000 level or above) \$350.00
Optional Electric Boat Tour \$100.00 Available April – October only and is dependent on the weather and boat availability.		

Checks are made payable to the **Prospect Park Alliance** and mailed to:
 Rentals - Visitor Services, Prospect Park Alliance, 95 Prospect Park West,
 Brooklyn, New York 11215

Payment must be received four weeks in advance to guarantee the reservation.

Available equipment: 2 six-foot rectangular tables and seating for guests.

Operating Rules: Decorations cannot be attached to any part of the building or surrounding trees. We encourage all party planners to use environment-friendly products. No balloons are permitted. A ratio of 1 adult per 8 children is required at the Audubon Center. Adults must actively supervise children during the party and on the boat. The client is responsible for cleaning up all party litter and spills. The Audubon Center must be left in the same condition in which it was found. Garbage must be bagged and tied and left in the designated area. **All clean up must be complete by 12 noon** when the Center opens to the public. All boat passengers are expected to follow the Captain's instructions while on-board the vessel. Groups that fail to follow instructions may have their boat tour abbreviated, and no refund will be given. The boat can accommodate no more than 14 passengers at any time. A maximum of no more than three boat tours are available for an event.

Event Cancellation Policy: In the event of cancellation by the renter, notification must be received during business hours, no later than 3:00 p.m. on the Friday before the party date by calling the Audubon Center at (718) 287-3400, ext 302. The following week, the renter must contact the Rentals Office to reschedule the party at (646)393-9031 x 2

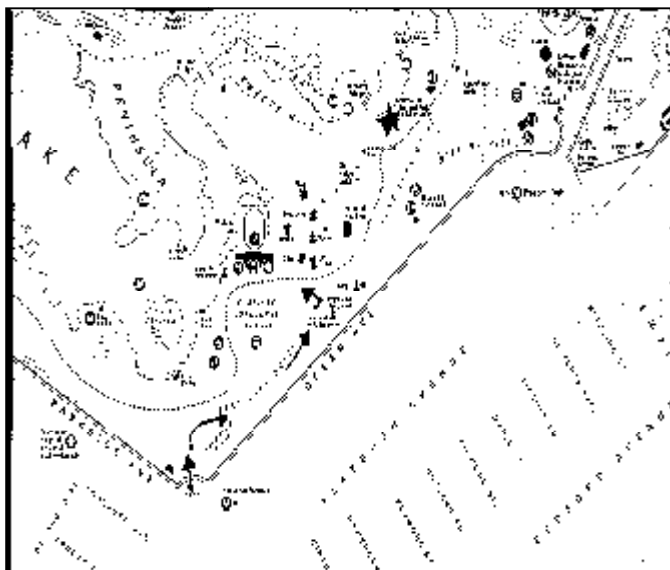
Boat Cancellation Policy: In the event that the boat is out of service, the \$100.00 fee will be refunded by mail.

Additional Information:

As of May 23, 2011 smoking is prohibited within NYC's parks.

Location and Directions:

The Boathouse is located on the Lullwater, near the Lincoln Road and Ocean Avenue pedestrian entrance to the park. Cross the interior park road and follow the painted duck feet on the pavement through the tunnel.



Party Activity Options:

Parties at the Audubon Center include one of the following three party activity options.

<u>Option A</u>	<u>Option B</u>	<u>Option C</u>
Nature Craft	Nature Walk (Subject to weather, with Option A as substitute)	Boat Rides & Nature Craft (Boat additional charge, and subject to availability)

Party Activity Descriptions & Choices:

- **Nature Crafts:** You may select one from the following three options for your craft.

1) Bird Puppets (ages 4-8)

What makes a bird a bird? How do they identify each other? To find the answer to that question, make a creative and exciting bird puppet.*

2) Bird Masks (ages 4-8)

Eyes, beak, nostril, crest, ear tufts... the list goes on and on. Children learn the elements of a bird's most visible physical feature through a fun and engaging art activity.*

3) Nature Collage (all ages)

Leaves, sticks, seedpods, and other natural materials are used to make a collage from natural materials.

*Customize!

Change the animal to Bat, Butterfly, Squirrel, Chipmunk, or Insect.

- **Nature Walk Description:**

Naturalist Lead Nature Walk (all ages)

Join a Naturalist on an educational and entertaining nature walk where you can walk through the forest looking for animals, take a close look at leaf litter critters, and identify birds using binoculars. If inclement weather, a standard nature craft can be substituted.

*Customize!

Does your child have a particular interest in a topic about the natural world? Contact at least two weeks in advance to see if the Naturalist can focus on a particular subject. Call (646) 393-9031 x 2 for more details.

- **Boat Rides Description**

Boat Rides (all ages) - (There is a \$100 additional fee for this option.)

Hop on board the electric boat *Independence* for rides through the parks waterways! The captain of the boat provides an educational and entertaining interpretation of the surroundings. This option includes one hour of boat time, with a maximum of three tours within the hour. Boat seating is limited to 14 party passengers per tour, and at least one adult from the party must accompany the children, and is included in the head count. Availability for this birthday party option is April – October only, and subject to daily availability.

Event Day _____ Event Date _____

Time 10:00 am to 12:00 pm Birthday child and family may arrive at 9:30 am

Parent's Name: _____ Child's Name _____ Age _____

Address: _____ Zip code: _____

Telephone: (Cell) _____ E-mail Address: _____

Please place a check next to your chosen option below. Please choose only one option. See previous page for descriptions.

<p><u>Option A:</u> Nature Craft Check here for this option & your craft preference below.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p><u>Option B:</u> Nature Walk Check here for this option.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p><u>Option C:</u> Boat Rides* & Nature Craft Check here for this option & your craft preference below.</p> <p style="text-align: center;"><input type="checkbox"/></p> <p>*Boat option is an additional \$100</p>
<p><input type="checkbox"/> -Bird Puppets</p> <p><input type="checkbox"/> -Bird Masks</p> <p><input type="checkbox"/> -Nature Collage</p> <p><input type="checkbox"/> -Customizing Check and then write in customized animal choice from the Description section.</p>		<p><input type="checkbox"/> -Bird Puppets</p> <p><input type="checkbox"/> -Bird Masks</p> <p><input type="checkbox"/> -Nature Collage</p> <p><input type="checkbox"/> -Customizing Check and then write in customized animal choice from the Description section.</p>

All fees and paperwork must be received 3 weeks prior to the event date in order to guarantee reservation. Please check off amount enclosed below and return this form and check payable to Prospect Park Alliance. Send to: Visitor Services, Prospect Park Alliance, 95 Prospect Park West, Brooklyn, NY 11215

	\$350.	Prospect Park Audubon Center at the Boathouse birthday Party Prospect Park Alliance member discount (\$100 level or above)		\$375.	Prospect Park Audubon Center at the Boathouse Birthday Party
	\$475.	Prospect Park Audubon Center at the Boathouse birthday with optional boat tour during event Prospect Park Alliance member discount (\$100 level or above)		\$450.	Prospect Park Audubon Center at the Boathouse birthday with optional boat tour during event

Conditions of Contract

1. The renter shall compensate the City of New York and Prospect Park Alliance for any loss or damage to the Prospect Park Audubon Center.
2. The renter shall hold harmless the City of New York and the Prospect Park Alliance against any claims, actions, or judgments of any kind arising from the renter's use of the Center.
3. The Prospect Park Alliance reserves the right to revoke this booking at any time.
4. Late payment may result in forfeiture of a reserved date without notice.

X _____
Renter's signature

Rental fee received Check # _____ Amount _____ Date _____
Rev 4-11