



## **Children's Birthday Party Packages**

***All Aboard!*** The Depot is proud to offer fun and unique birthday packages to help you get started on the right track for planning your "little engineer's" next birthday party. All packages require a 15 person minimum; a \$10.00 per person charge applies for all additional guests. Maximum guest count is 30. One adult is required for every 10 children in attendance.

### **Package "A": \$199.99 for the first 15 guests**

#### **Party Includes:**

- 60 minute private party in The Depot (tables & chairs provided)
- A Birthday Party "Conductor/Coordinator"
- One Scioto Valley Train ride per guest\*
- A Guided tour of rail cars on site
- Engineer's hat for the birthday engineer
- A party favor for each guest engineer

### **Package "B": Cost: \$250.00 for the first 15 guests**

***BEST VALUE!***

#### **Party Includes:**

- 60 minute private party in The Depot (tables & chairs provided)
- Thomas & Friends™ or "General Train" themed decorations including all paper products (plates, utensils, napkins, cups) & balloons
- A Birthday Party "Conductor/Coordinator"
- A Guided tour of rail cars on site
- One Scioto Valley Train ride per guest\*
- Engineer's hat for the birthday engineer
- A party favor for each guest engineer

**A 50% security deposit of the rental/package fee must be returned with a signed contract to ensure reservation. The remaining balance is due 1 week prior to your scheduled party.**

**You may bring your own food, beverages, cake, and paper products with any of the above birthday packages. Don't forget the matches and candles. Catering is also available through one of The Depot's preferred caterers.**

\*Train rides are not guaranteed in the event of inclement weather or equipment malfunctions.



## **General Information and Guidelines**

### **SECURITY DEPOSIT**

A 50% security deposit of the rental fee must be returned with a signed contract to ensure reservation.

### **RENTAL PAYMENT**

Full payment for rental of the facility is due one (1) week prior to the event date. Any additional charges that may incur the day of your event will be due seven (7) days after the event. The Depot accepts: Check, Money Order, Cashier's Check, VISA or MasterCard.

### **ACCESS**

Children's Birthday party packages at The Depot include one (1) hour of rental time for your private party in The Depot. Access time is confined to the contracted rental time period. The Depot staff reserves the right to refuse admittance prior to the contracted time. You will be given an additional 15 minutes at the end of your scheduled party time to clean up any items brought into the facility for your party.

### **CAPACITY**

Children's Birthday Parties in The Depot are limited to 30 guests.

### **CLEANUP FEE**

A \$50/per hour fee will be charged if the Depot is not left reasonably clean and/or if special janitorial services are required.

### **CATERING FEE**

A 20% fee on food and beverage costs will be assessed for any caterer listed on The Depot's preferred caterer's list. A 25% fee on food and beverage costs will be assessed for any caterer not listed as a preferred caterer. The fee will be paid by the caterer directly to The Depot. The Depot does allow groups to bring in their own food and beverages at no additional charge.

## **Additional Information & House Rules**

- All functions and clean-up are to end at the contracted rental time.
- The Depot will provide an on-site "Event Coordinator/Birthday Party Conductor" for your party. The Event Coordinator is present to guide your party and address any problems that may arise.



## **Additional Information & House Rules continued**

- While children are welcome at events held at The Depot, they tend to see the facility and grounds as a playground. Children **MUST BE** under supervision of adults at all times.
- A DVD player, HD DLP Projector with 100” projection screen is available if you would like to show a video during your child’s birthday party – please inquire.
- No debris may be thrown inside or outside the facility, rail cars, patio or lawn areas.
- No glitter, confetti, rice or anything of that nature is permitted. Sparklers may **NOT** be used in or around The Depot as they are a fire/injury hazard.
- Candles are permitted for usage on a birthday cake only.
- Smoke/Fog machines are prohibited inside the facility.
- To better care for our facility, we request that nothing be affixed to windows, walls, floors or ceilings with: nails, staples, tacks, etc. Scotch or Masking Tape is permitted only. Make your party stress free and let us take care of your decorations, “Thomas and Friends” or “General Train themed” packages are included with party package “B”.
- The Depot will not be held liable for any items left at your event or items provided by an outside vendor.
- The Client will be responsible for any damage or loss to The Depot’s grounds, equipment or property caused by negligence or intentional conduct of any participant or guests at the client’s event.
- The Client agrees to and shall hold The Depot harmless for, from and against any and all claims, actions, damages, liabilities and expenses for loss of life, personal injury, or damage to property arising, directly or indirectly from or out of the event. Repair and/or replacement costs for damages caused by participants or guests of the client, will be billed to the client and shall be paid within seven (7) days thereafter.