



Party schedule example

10:30 - 11:00 am	Parents/guardians arrive and set up (may decorate)
11:00 am - 12:00 pm	Themed Program (TNC Educator or Presenter Led)
12:00 - 12:30 pm	Have party, eat pizza, sing Happy Birthday, eat cake, etc.
12:30 - 1:00 pm	Parents/guardians hand out party favors as guests depart and clean up
1:00 pm	Depart from Tenafly Nature Center (with presents and garbage in car)

You provide

- Invitations (TNC Invitations are available for you to print and distribute to your guests).
- *It is the responsibility of the parents to bring the following to the birthday party:*
 - The birthday child and guests
 - Birthday cake or cupcakes
 - Knife to cut cake
 - Candles & Matches
 - Pizza or other party food
 - Drinks
 - Coolers/ice if needed for perishables
 - Decorations and party favors if desired
 - Tablecloths
 - Plates (including serving plates)
 - Flatware
 - Napkins
 - Cups (no Styrofoam please)
 - Garbage bags
 - For cleanup (please be prepared to gather your trash and take it away at the end). The Nature Center's garbage cans are very limited. Tenafly Nature Center practices the principles of Leave No Trace.
 - Camera or video to record the birthday fun!

Please note that the TNC kindly requests that since we are an environmental center and try to model environmentally friendly practices we ask that you use as few disposables as possible. Please use environmentally-friendly items that have minimal packaging and, if possible, are made of recycled or recyclable materials.

We provide

- Education staff to host and lead
- One-hour themed program of your choice
- Craft or party giveaway to take home (in addition to any gift bag you are giving)

- Reserved space for your party, cake, presents, etc.
- Tables and benches already set up (in pavilion only)
- Garbage, recycling and compost containers
- A great time!

Parents/guardians are responsible for

- Taking charge of guests during the party and helping educators manage the children during the program.
- Supporting our efforts to keep the number of adult guests in the program to a minimum so the children can have a more child-focused experience.
- Limited number of adults in program area due to safety regulations
- Leaving no child unattended. We are open to the public and there are live animals throughout the property.
- Cleaning up party area, including bringing trash bags home.

Supervision and Helpful Tips for Maximum Fun

- Participant behavior is the responsibility of the parents, not the staff of TNC. We ask party parents to provide adequate supervision for their guests.
 - If your guests will be staying for the party, a maximum of 10 supervising parents are permitted to accompany the children during the themed program in order to provide a quality experience for the birthday child and their guests.
 - For parties with children ages 3-5, the suggested ratio is 1 adult for every 3 children.
 - For parties with children ages 5 and older, the suggested ratio is 1 adult for every 5 children.
 - These parents are asked to please turn off or silence their cell phones so as not to disrupt the program. If supervising parents need to take a call, we ask that they walk away from the group to talk.
 - Non-supervising parents who stay are welcome to enjoy refreshments and conversation in the non-program space of the pavilion or conference room while the children are with the educator.
 - Siblings who are not guests of your party, as well as parents who do not wish to remain for the duration of the party, may tour our grounds. All children must be accompanied by an adult when visiting other areas of the TNC.
- Smaller groups may make your child's program more meaningful (we suggest limiting invitations to your child's age plus two).
- Please keep in mind that TNC is a nature preserve. For the safety of all guests and the nature center please respect all rules posted at tenaflynaturecenter.org/Trail-Map.
- Group representatives assume full responsibility for the behavior of their guests and damages to the property.
- For more information on trip preparation, pavilion use, directions, and other policies, please visit tenaflynaturecenter.org/Group-Attendance.

Reschedule, Cancellation & Refund Information

- Birthday party programs are taught mostly outdoors and are held drizzle or shine. However, in the event of heavy rain or dangerous temperatures, an alternate indoor program may be substituted.
- If you must reschedule, a **\$50 rescheduling** fee will be applied.
- Membership is considered a donation and is non-refundable.
- If your party must be cancelled, refunds are based on how far in advance cancellation is from scheduled date.
- Cancellation Timeline Refund Amount
 - More than 30 days' notice - 100% returned
 - 11 to 30 days' notice - 50% returned
 - Less than 11 days' notice - NO REFUND
- We reserve the right to terminate your event for non-compliance with these regulations and prohibit plans that may interfere with operations, cause harm to animals, or other reasons at the discretion of the Executive Director.
- A minimum charge of \$50 will be added and an invoice on your Tenafly Nature Center account will be created in the event of damage to a room or its contents or if garbage is left behind. Tenafly Nature Center will notify account holder by phone if an invoice is created.
- We reserve the right to cancel a scheduled activity if actual group size and age levels differ substantially from the reservation without notification. The above cancellation/refund policy applies.

Birthday Party Policies & Guidelines

We want you to have fun! For the best experience possible please refer to the following party guidelines:

Arrival and Departure

- Birthday Parties begin and end at the time listed on the confirmation sheet. Please ask parents to drop off and pick up children promptly. We strive to start and finish parties on time as there are often other parties scheduled on the same day.
- Please pull into the **nature center parking lot to load and unload**. It is unsafe to unload in the cul-de-sac. If the parking lot is full parents may park on Hudson Avenue and walk their children into the center.
- We encourage parents to drop off their children for the party.

Party Attire

- Programs vary seasonally and are mostly outdoors; please encourage your guests to dress for the weather and wear closed-toed shoes.
- Due to elevation and forest cover, TNC tends to be cooler throughout the year.
- Please apply insect repellent at home before you arrive at the Nature Center. We suggest that you apply to clothing rather than skin. We ask that you don't spray insect repellent in our parking lot!

Party Decorations & Setup (30 minutes)

- We suggest that you arrive 30 minutes before your program start time in order to decorate the party space. If you feel you need more time, please discuss this with our Education Director so they can check the space availability and the educator in charge can be notified
- Decorations are encouraged (we suggest banners, crepe paper, streamers) and parents are asked to leave the space in the same condition as they found it.
- Please do not bring noisemakers, piñatas, or balloons (latex or Mylar can be harmful to wildlife).
- Visit our eco-party tips page for advice and ideas on throwing a green friendly party!
- Tenafly Nature Center respectfully requests that noisemaker or live animal party favors are excluded from your party.

Party Refreshments (30 minutes)

- After the party program, there are 30 minutes to enjoy refreshments (provided or delivery arranged by the family).
- TNC does not supply any food or refrigeration.
- Food may be brought or delivered to your party (there is no cooking on site).
- Tenafly Nature Center practices the principles of Leave No Trace. Lunch/snack trash removal is your responsibility. Please bring a **trash bag for your garbage and take it with you when you leave.**
- Please no drink boxes (clear straw wrappers can be harmful to our animal friends).
- Please do not place any food, plates, cups etc. in the trash cans outside as this attracts wild animals.
- If the party is moved indoors, children will be able to sit and eat picnic style in the museum room. Tables and chairs may be set up for parties with fewer than 24 guests.
- Alcohol is not permitted.

Party Cleanup (30 minutes)

- Families are allotted 30 minutes for clean-up.
- Tenafly Nature Center practices the principles of Leave No Trace. For more information on these principles, please visit the Leave No Trace Center for Outdoor Ethics page. Please bring a trash bag for your garbage and take the bag with you when you leave.
- TNC has the space for recyclables, and encourages the recycling of glass, metals, and plastics numbered 1-7.
- For the health of our wildlife, please do not place any food, plates, cups, etc. in the trash cans outside.