



BAAC Birthday Party Agreement Form



Registration Instructions:

Please submit this completed form with a minimum payment of \$50.00 at least two (2) weeks in advance of your requested rental date. The remainder of the rental fee (\$100.00) is due no later than the business day prior to your rental date. Checks can be made payable to *The National Humane Education Society* or you can use this form to pay via credit card. If you prefer to pay with cash, please do so in person at Briggs Animal Adoption Center during regular business hours.

Send completed form by mail, fax, or email to:

NHES
c/o Education Department
PO Box 340
Charles Town, WV 25414
Phone: 304-725-0506
Fax: 304-725-1523
Email: education@nhes.org

Office Use Only

Deposit Rec'd:
 Pay Rc'd:
 Pay Conf.:

Requested Rental Date (Saturdays Only):		
Which time slot would you like to reserve for your party? Circle one.		
11:00am-1:00pm 12:00pm-2:00pm 1:00pm-3:00pm 2:00pm-4:00pm		
If you choose, write your second choice for a Saturday date/time slot:		
Birthday Boy/Girl Information:		
1. (Name) Last:	First:	
Age your child is celebrating:	NOTE: If you are celebrating more than one birthday, please write all applicable names/ages in the blank: _____ _____	
Parent/Guardian Information:		
(Name) Last:	First:	
(Name) Last:	First:	
Street Address:		
City:	State:	Zip:
Phone (Main):	Phone (Other):	
*Email:		
<i>*All birthday party correspondence, including confirmations and pre/post follow-ups, will be sent by email.</i>		
How did you hear about birthday parties at BAAC?		



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Complete this section only if you wish to pay by credit card.		
Debit/credit card information (only Visa, Master Card, or Discover)		
Name on card:		
Card number:	Exp. date (MM/YY):	
Billing Address:		
City:	State:	Zip:
Authorizing Signature (if by email, type full name):		
Authorized Amount to Charge: \$		

Cancellation Policy:

Submission of this form with a non-refundable payment of \$50.00 towards the total rental fee is due at least two (2) weeks prior to the rental date. The remainder of the rental fee (\$100) is due no later than close of the business day on the evening before your rental. If you need to cancel for any reason, 100% of any amount paid is fully refundable as long as you cancel at least seven (7) days before the rental date.

Birthday Rental Rules:

- Rental includes use of the Humane Education Building, outdoor pavilion, and surrounding yard. Except when on the tour, attendees *do not* have free access to other areas, including offices, kennel, cattery, or adoption rooms.
- Access to the Humane Education Building is permitted only within the two (2) hour time period agreed upon.
- All personal belongings must be removed from the Humane Education Building by the close of the rental period. NHES/BAAC staff are not responsible for personal belongings lost or left behind at BAAC premises.
- Party rentals will be offered only on available Saturdays during regular BAAC hours.
- We can accommodate up to twenty (20) children, in addition to adult chaperones.
- Attendees are welcome to bring their own food, drinks, birthday cake, and decorations. Upon request, we can provide you with a list of pizzerias or other restaurants that deliver to BAAC.
- Decorations may not damage or permanently alter any BAAC structure or landscaping.
- No alcoholic beverages are permitted on BAAC grounds.
- Attendees may not bring their own animals to birthday parties.
- The total fee of \$150.00 is a flat fee. Discounts cannot be applied for early departure, late arrival, etc.

Release of Liability:

I give permission for my child/children to have contact with animals while visiting Briggs Animal Adoption Center. I understand the inherent risk posed by interaction with animals and further understand that every precaution will be made to ensure the safety of my child. I agree to take full responsibility for any actions and/or damages caused by my guests in addition to any injuries that may incur. I agree to hold harmless, The National Humane Education Society, The Briggs Animal Adoption Center, the Board of Directors of NHES, officers, agents, and employees for any injuries, accidents or other liabilities arising from my child’s participation in programs hosted or sponsored by Briggs Animal Adoption Center and/or The National Humane Education Society.

By signing below, I agree to all the rules, conditions, and releases described herein.

Signature

Date