



Party Policies

As you are preparing for your party at Roaring Brook Nature Center, here are a few important details to keep in mind:

- You are welcome to bring food and refreshments and we are always happy to share recommendations for local delivery options. However, please note we do not have any refrigerator or kitchen space so plan accordingly
- About two weeks prior to your scheduled party date, we will reach out via email to confirm some final details about your party like your final guest count, including both children and adults as well as your party itinerary. This needs to be returned as soon as possible to make sure we are ready to party.
- Feel free to reach out at any time with questions. Our office number is (860) 693-0263 and email is rbnc@thechildrensmuseumct.org. Unless it's a holiday or a Sunday, someone is usually in the office between 9 AM-4 PM.

GROUP SIZE POLICY

Our birthday party packages are designed for groups of up to 25 attendees, including both children and adults. If you are planning to have more than 25 attendees, please reach out so we can make sure we are able to accommodate your party and can prepare accordingly.

Here's a breakdown of our policy and additional fees:

- Standard Group Size: Up to 25 people, including both children and adults.
- Groups of 30-40 people can typically be accommodated with a \$50 fee added.
- Groups of 41-50 people need preapproval and have a \$100 fee added.

A final count is required one week prior to the party.

We may be able to accommodate larger groups with advanced notice. Please reach out to discuss with our staff. We're committed to working with you to find the best way to celebrate at the Nature Center.

TRASH POLICY

For all birthday parties, both indoor and outdoor, we kindly request that you bring your own trash bag(s) to clean up after the event. If there is sufficient space in our trash bins, you are welcome to use them. Please be prepared to take your trash with you if there isn't space in our bins.

ARRIVAL & PARTY SETUP

- Host(s) are permitted to arrive 30 minutes before the official party start time. This early arrival window is designed to allow ample time for any setup and decoration the host(s) want to do.

Furniture Arrangement:

- For indoor parties, tables and chairs will be set up for you based on your planned attendance numbers. Additional tables and chairs can be set up if needed and you are welcome to rearrange within the space.
- For outdoor parties, there are picnic tables available for your use. The picnic tables cannot be moved, but we can bring out additional tables and chairs if needed.

Decorations:

- You are welcome to bring your own decorations to make our spaces even more festive. Please bring everything you need to decorate and make sure that whatever you put up can be easily removed at the end of your party.
- We welcome a wide array of birthday party decorations, including but not limited to banners, signs, streamers, photo backdrops, and piñatas. (If you choose to do a piñata, we only allow plastic wiffle ball bats to be used.)
- All decorations must be easily removable at the conclusion of the party and that the space is left as you found it.
- **BALLOON AND CONFETTI POLICY:** To ensure the safety and well-being of our local wildlife, we have a strict policy regarding helium balloons and confetti on our property. Helium-filled balloons are not allowed anywhere inside or outside the Nature Center. If accidentally released, helium balloons can pose a danger to wild animals. Air-filled balloons are allowed, but hosts are responsible for the immediate and thorough clean-up of any popped pieces. To ensure litter does not accidentally enter the environment, we do not allow confetti of any kind to be used in decorations.

PARTY ITINERARY

- All parties include an hour of educator guided activities including an animal encounter with our resident animals selected that day by the birthday child and an guided hike. Usually the educator guided hour begins as soon as the majority of your guests have arrived or within the first 15 minutes. The remaining time is yours. Most groups use that time to eat, have cake, play games, or do a craft. Any activities you plan should be designed for easy clean-up and not damage our facilities or grounds.
- We are happy to adjust the itinerary depending on your group's needs. Just please reach out at least a week prior so we can make sure our staff can plan ahead.
- Please make sure your guests know at least part of your party will be outside and on the trail so they dress accordingly. Any guests who do not want to hike are welcome to hang out in the party space. Please note that all children need to be supervised at all times during the party either by their own caregivers or the party hosts. Nature Center staff is there to facilitate activities not supervise children.
- **TWO HOUR PARTY LIMIT:** Parties are kept to a strict 2-hour time slot. Please encourage your guests to arrive on time so you can maximize your celebration. Guests should be prepared to depart at the conclusion of your party time slot.
- All party-related activities, including the gathering of personal belongings, gift collection, and un-decorating, should be concluded by the stated end time. We recommend allocating the last 10-15 minutes of your party for these wrap-up activities.
- We are unable to accommodate any extensions beyond the party time slot.
- Our team will provide a courtesy reminder approximately 15 minutes before the scheduled end time.

We look forward to making your day a memorable experience at Roaring Brook Nature Center!