

# The Treehouse

## Birthday Party Guidelines



The Outreach Center at Gayton Baptist Church is a great place to have your child's party! Birthday parties may be booked as early as 3 months in advance by contacting the Kids' Ministry Admin or the Facility Manager.

Available party times:

Fridays 6-8 PM

Saturdays 10:30 AM-12:30 PM & 2:00-4:00 PM

*other times may be available upon request*

A Tree House birthday party package is \$180 (reduced rates are available for church members) and includes the following:

- 30 minutes prior to party start time for set up (Friday: 5:30-6:00 PM or Saturday: 10:00-10:30 AM or 1:30-2:00 PM)
- Use of the Tree House room and space next door for party. Space includes 7 tables with 28 chairs & 1 table for food.
- Use of refrigerator for storage during party.
- 30 minutes after end time for clean up (Friday: 8:00-8:30 PM or Saturday: 12:30-1:00 PM or 4:00-4:30 PM) Parties must end at scheduled time or result in additional fees.
- a Facility Host on site during your event.

Once the party reservation is approved, a party contract will be sent by mail or email. A deposit of \$100 is due with the signed contract. The remaining balance is due the Monday prior to the party date.

### Rules and Guidelines:

- Reservation is for up to 25 kids.
- 2 adults must be present at all times in the Tree House room. NO shoes are permitted in the Tree House. The Tree House is for 11 years and younger. The maximum number of persons permitted in the Tree House at one time is 25.
- Reservation is limited to use of Tree House room and Cafe space. Use of the facilities outside of these areas will result in additional charges.
- Reserved space may not be accessed prior to set up time.
- Clean-up must be completed and all persons must exit by end of time stated on birthday party agreement.
- Please clean-up all trash by depositing in trash receptacles. All other items brought into the facility, including food, decorations, and any other items, must be removed immediately following the event.

- No shoes permitted in the Tree House. Socks required.
  - You may bring outside food and drink. Please note: No drinks containing red dye are permitted.
  - No food, drink, or gum is permitted inside the Tree House room.
  - We can refrigerate food only during contracted party times.
  - In the event that damage to any property of the Outreach Center at Gayton occurs as a result of any guest or attendee, related to the event, you assume all liability and expense related to the damage.
  - In the case of inclement weather, the Outreach Center of Gayton has the right to make the decision to close the building for the safety of both parties. Should this be the case, or if the reserver decides to cancel for the same reason, Gayton will issue a full refund on payments made, or reschedule to an available date and time.
  - You may reschedule your party up to two weeks prior to the original party date. At that point, you may re-apply your deposit of \$100. Any cancellations (outside of inclement weather) within two weeks of party will forfeit the deposit. The following are prohibited at The Outreach Center at Gayton Baptist Church:
    - Alcoholic beverages
    - The use of tape, staples, nails or tacks to any area or surface.
- Gayton Baptist Church is a smoke-free facility.

**To book a party:** Please contact Eric Butterfield at [eric@gaytonchurch.org](mailto:eric@gaytonchurch.org).

