



Check In

- Please check in at Guest Services when you arrive. You will be provided with the amount of wristbands you have previously paid for. Additional wristbands must be paid for at the time of request and can be purchased at Guests Services. **All sales are final.**
- Only the person(s) on the account will be able to initial the "Room Rental Guidelines" and request additional wristbands
- Guest Services staff will provide direction to your party room.

Eagles Nest

- All children **MUST** wear socks in the Eagles Nest. If someone forgets socks, they are available at Guest Services for \$2.50 each.
- **Please note: The gymnasium is a wristband area only. Guests who choose to play basketball and do not have a VIP birthday party wristband must purchase a daily admission wristband.**

Food

- You may provide your choice of food/beverages during your party. You are not required to purchase your food from any particular provider.
- Food/beverages are not allowed in the Eagles Nest. They must be consumed in your party room.
- Alcohol and Red dye beverages such as Kool-Aid or Hawaiian Punch are not allowed at the NBCC.

Party Room Info

- **Your party room rental time includes both the set up and take down of your party. The time of your reservation is stipulated in your contract. You may not enter the room early.**
- Electrical outlets are available in each room for your convenience.
- Glitter, confetti, silly string or piñatas are not allowed at NBCC.
- Please use masking tape to hang up all decorations. Hanging decorations from the ceiling is prohibited.
- For the room clean-up, please throw away all garbage into the garbage can provided and our staff will take care of the rest!

Payment Info

- Payments accepted are Visa, MasterCard, American Express, Check or Cash
- **The New Brighton Parks & Recreation Department reserves the right to charge your credit card following the completion of your Birthday Party Reservation for any damages.**
- **Any additional wristbands requested with the "No Frills" package are \$5.50 each**
- If initial payment is made by cash or check, payments for additional wristbands must be made as additional children arrive to the party.
- Additional wristbands requested for a "Cake and Play" or "Works" package after the confirmation date are \$10.00.

Birthday Party Cancellation Policy

In the event of cancellation of a party, the following fees will apply:

"No Frills" - If the party is rescheduled within two months of the cancellation date, a cancellation fee will not be applied to the account. If a date has not been rescheduled within two months of the cancellation date, the account will forfeit half of the down payment.

"Cake & Play" and "Works" - If the party is cancelled more than four business days in advance of the party and is rescheduled within two months of the cancellation date, a cancellation fee will not be applied to the account. If the party has not been cancelled more than four business days in advance or is not rescheduled within the two months of the cancellation date, the account will forfeit half of the down payment.