



400 10<sup>th</sup> Street NW New Brighton, MN 55112 • 651-638-2127 • [www.newbrightonmn.gov](http://www.newbrightonmn.gov)

**Thank you for choosing the City of New Brighton's Eagles Nest Playground for your party! These guidelines will help your visit go smoothly and answer some questions you may have.**

### **Check In**

- Please check in at Guest Services when you arrive. You will be provided with the amount of wristbands included in your party package. Additional wristbands must be paid for at the time of the request at Guest Services. The gym is not a guaranteed area for use during birthday parties and access to open gym requires paid admission. **All sales are final.** Only the person(s) listed as the party host will be able to initial the Birthday Party Form and claim the wristbands.

### **Eagles Nest Rules**

- All children **MUST** wear socks in the Eagles Nest. If someone forgets socks, they are available at Guest Services for \$4.00 each.
- Adults/Chaperones must supervise the members of their group/party at all times.

### **Food**

- You may bring your choice of food/beverages for your party. You are not required to purchase your food from any particular provider.
- Food/beverages are not allowed in the Eagles Nest play structure. 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 New Brighton Community Center.

### **Party Room Info**

- Your party room rental time includes both the set-up and cleanup of your party. **You may not enter the room early or stay late.**
- **If the party room is not vacated by the party end time, the party host will be charged a \$50 late departure fee.**
- DJ's, loud music, glitter, confetti, silly string and piñatas are not allowed at NBCC- including inside balloons.
- Please use masking tape to hang up all decorations. Hanging decorations from the ceiling is prohibited.
- During clean-up, please throw away all garbage into the garbage can provided, and remove all of your belongings from the room. Our staff will take care of the rest!

### **Payment Info**

- Payments accepted are Visa, MasterCard, American Express, Check or Cash.
- Any additional Eagles Nest wristbands are \$7.00 each.

### **Cancellation and Refund Info**

- Parties cancelled two weeks or more before the party date will get their entire reservation payment refunded.
- Parties cancelled within two weeks of the party date will forfeit half of their reservation payment unless the party is rescheduled for a future date at the time of cancellation.
- Parties who do not use their reservation (no shows) will forfeit the entire reservation payment.
- Please contact the Events and Administrative Coordinator at 651-638-2127 or [birthdays@newbrightonmn.gov](mailto:birthdays@newbrightonmn.gov) to make a cancellation.
- Refunds will not be issued for parties that are asked to leave due to Eagles Nest rule/party guideline violations or for parties who do not use their full reservation time (late arrivals/early departures).