

DOUBLE J RIDING CLUB BIRTHDAY PARTY GUIDELINES

1. Birthday parties at Double J Riding Club may include either 20 or 30 minute rides for the attendees, at the following prices. Safety is always our greatest concern, if your party attendees are all inexperienced, you may opt to go for additional arena assts.
 - 6-9 riders, ages 8+: \$37.50 pp/30 minutes and \$25pp/20 minutes.
 - For ages 6-7, one additional arena asst @ \$25
 - For ages 4-5, two additional arena assts @ \$50
 - 10- 18 riders, ages 8+: \$35pp/30 minutes and \$25pp/20 minutes.
 - For ages 6-7, one additional arena asst @ \$20/hour
 - For ages 4-5, two additional arena assts @ \$40/hour
 - Please refer to website for larger parties;
 - For parties over 15 in size, pricing includes 3 or more stations to keep participants entertained and safe.
2. Indoor/outdoor space is available for parties, for snacks, cakes and gifts at start of the party -- this gives everybody time to be together and allows for riding and stations to begin smoothly including everybody.
 - For parties up to 20 in size, there will be a party coordinator to assist with set-up, during the party and with cleanup; cost \$35. *If there are 10 or more adults, a party helper will be added to staffing, cost \$25. Total cost of party staff: \$60.*
 - For parties over 25 in size (including children and adults), there will be a party coordinator and a party helper; cost \$60.
 - Clubhouse capacity is 32 and outdoor picnic area capacity is 40/riding guests..
3. Once the date is reserved, a deposit of 50% is required to book the party. This is due within 7 days of reserving the date, please. **Please note:** *This is important because another party may want the date and it is not confirmed as yours without the deposit.*
 - Any cancellations within 7 days of the party will be subject to a cancellation fee of 25% of the party cost (**½ of the deposit**)- to reimburse Double J for planning and preparation time.
 - Cancellations within 72 hours of the party will forfeit their deposit.
 - These cancellation fees are not meant to be punitive, but reflect both loss of time due to planning and the opportunity to book another event during that time. ***If there is an extenuating circumstance or emergency, owner Cindy Johnson will work with you to reschedule the event.***
4. You may change the number of riders ***up to 7 days prior to the party.*** Afterwards, **the number and rate is locked in** due to staffing and safety requirements. Cindy Johnson will determine any flexibility in this policy (primarily for additions).

5. You are responsible for attendees arriving on-time; your contract indicates both a **party start time** (if you are holding your cake and presents activities at Double J) and a **riding start time**. If your rides begin more than 15 minutes after your riding start time, all rides will be reduced so that our staff time remains as committed to you.
6. Your riding activity begins with a barn safety session for all participants, and then your party will ride in groups of 4-5, with multiple stations for larger groups. During the party, you may have use the bathroom at the top of the stairs in the house -- **accompanied by an adult**. Children should be supervised when using the restroom; otherwise, all party activity is to be around the arenas and with our staff at party stations unless pre-arranged with Cindy Johnson or with the party coordinator the day of the party (weather considerations, etc.).
7. If using our party facilities, you are responsible for clean-up after your party and gifts should be removed to your vehicles for safekeeping -- the party area is only available an hour prior to the party for setup and the first hour of your party. Afterwards, it will be cleaned by our staff for future activities.
8. Our riding staff is there for safety. If you feel you may need additional help managing the attendees, please request that your party coordinator stay throughout your party (@ \$20 additional per hour).
9. **Departure.** The party must end at the agreed-upon time and **you must not leave any unattended children for pickup**. If a parent is late with pickup, please plan to take that child with you, because our staff is only responsible for the horses and the facility.

Double J Riding Club staff will work to provide an enjoyable and memorable birthday for you and your guests.

I have read the rules stated above and agree to abide by them.

Signed: _____ Date: _____

