



***Girl Scout
DreamLab
Party Palooza***



Payment & Deposit Terms Breakdown

Total Rental Fee: \$400

Due at Booking: \$200 security deposit (non-refundable to secure date)

Final Balance: Remaining \$200 due 14 days prior

\$200 Security Deposit

A non-refundable \$200 deposit is required to secure your booking unless canceled within the timeframe below.

\$50 Damage Deposit

Mandatory and due at the time of booking. Your security deposit will be refunded 1 week following your rental, providing there is no damages.

Forfeiture & Cancellation Policy

Cancellation Policy

- **Full Refund:** Cancellations made at least 14 days prior to the scheduled date will receive a full refund of the deposit.
- **50% Refund:** Cancellations made between 5 days and 7 days prior to the scheduled date will receive a 50% refund of the deposit.
- **No Refund:** Cancellations made less than 3 days prior to the scheduled date will result in forfeiture of the full \$200 deposit.

We recommend notifying us as soon as possible if your plans change so we can best accommodate your request.

Please note that all refunds are processed within 3 business days

Failure to pay your entire rental fee 14 days prior to your scheduled rental date will result in forfeiture of the reservation and any fees previously paid.

Rental Time & Access

30 minutes for setup
2-hour party/event time
30 minutes for cleanup

Maximum Capacity: 75 guests

You must adhere to your reserved start and end times.
You will have access to one staff member to support you with your party.

Arrival or Departure Policy:

Unfortunately, access to the reserved areas cannot be granted more than 30 minutes prior to your scheduled party or event time.

If you remain beyond your allotted three-hour rental period, an additional charge will apply.

A fee of \$10 will be billed for every 15 minutes past your allotted time.

Food & Beverage Policy

- Renter is responsible for providing all food, beverages, and paper products.
- Please plan accordingly for items that must be kept hot or cold.
 - We **do not** have refrigerator space available for party food or drinks.
 - Sternos are permitted for keeping food warm.
- No ice cream or ice cream cakes permitted.
- Alcohol, smoking/vaping, and illegal substances are strictly prohibited.

Decorations & Supplies

Decorations are permitted with the following guidelines:

- Blue painter's tape only (no scotch tape, tacks, nails, staples, glitter, or confetti).
- No sparklers (including sparkler candles).
- Cover tables with paper, plastic, or cloth — do not tape or staple coverings.
 - Tables and chairs must remain in the building.
- Remove all decorations and tape before leaving.

Renter Responsibility

- Adult supervision is required at all times.
- **Do not** exceed 75 guests, unless you have notified us.
 - Please note, there is a \$15 per person charge over 75 guests
- One staff member is available to assist you through out the party. Staff is not there for supervision. They will be there to assist with setup/cleanup & to oversee the space.
- No early drop offs of decorations (example: balloons) or deliveries prior to your start time.
- Do not spray any cleaning products on the tv or hang any decorations on or over the tv.

Renter Responsibilities:

- Remove all decorations and supplies immediately after the event.
- Dispose of trash in the outside bins (back door, right side).
- Use the janitor's sink for chemicals or liquid disposal only.
- Wipe down tables and surfaces and restore the space to its original condition.
- Damages or excessive cleaning will be deducted from the security deposit.
- Council is not responsible for lost, stolen, or damaged items.

Available Upon Request

The items below are available as optional add-ons upon request and based on staff availability.

- Podcast Booth: \$100
- Rockwall: \$50
- Build- A- Bear: starting at \$35 per participant which includes:
 - One Bear, heart insert, certificate & council Fun Patch
 - Any additional accessory costs will be party's responsibility.

Space Usage

Your rental includes use of the entire DreamLab area, **excluding**:

- Retail Area
- Podcast Booth
- Rock Wall Use (unless given advance notice, use of the rock wall is prohibited)
 - A **completed and signed waiver** is required for **each participant prior** to using the rock wall.
 - No participant will be permitted to climb without a signed waiver on file.
 - Parent/adult supervision is required **at all times** during use of the rock wall.
 - Please **do not** climb or pull on the ropes; they are only for decoration.
- Please **do not run** or **jump** on the cushions
 - Please remove shoes when on the cushions to avoid them getting stained & dirty
- Please **do not** run in the DreamLab space
- Food & Beverages of any kind are not permitted in the tent.
 - Please be sure that only 4 people are in the tent at a time.