

**Thank you for selecting Champaign County Humane Society for your event:**

Before submitting your event payment, please read all the following policies carefully.

**1. Agreement**

Please remember that Champaign County Humane Society is an operational animal shelter and other activities may be taking place simultaneously with your event. We ask that you and your guests respect our animals, staff, and visitors while using the facility.

By purchasing a Birthday Party, You (the Organizer) acknowledge and agree to uphold the terms and conditions of private events at Champaign County Humane Society.

**2. Cancellation**

Cancellation requests received in writing more than ten (10) days in advance of the event date will be subject to a Cancellation Administrative Fee of \$20.

Cancellation requests received in writing less than ten (10) days in advance will be subject to an Administrative Cancellation Fee of 50% of the Classroom Rental Fee and any applicable Packages.

To be considered for rescheduling, you must provide written notice of a postponement and an alternative suggested date to the CCHS Event Coordinator a minimum of ten (10) days in advance.

**3. Tax Pertinent Information**

Event-related fees are not tax deductible due to the goods and/or services received in exchange. Donations given or raised in conjunction with your event will be credited to the individual donor. If mailing addresses are provided, individuals will receive written tax acknowledgement after the event.

**4. Conduct and Safety**

CCHS Event Personnel take safety very seriously and will make every effort to ensure that animal encounters are safe and stress-free for both the animals and guests of CCHS. The decision to remove an animal from an event is at the sole discretion of CCHS Event Personnel.

For the safety of our guests, one supervising adult is required to attend, for every four minor guests. Space is limited to 15 people in total, including the supervising adults and the birthday child. Additional guests may be permitted at the discretion of the CCHS Event Coordinator. Event attendees must be at least 6 years of age.

Personal pets are not permitted at this facility. If a trained Service or Emotional Support Animal will be present at the event, please notify CCHS immediately. Emotional Support Animals will incur an additional cleaning fee of \$30, to support a safe and sanitized facility for all animals. Additional fees may be due for extensive cleaning or damages caused by an Emotional Support Animal.

**5. Equipment and Services**

The following equipment is available upon request. Organizer will submit any requests in writing to the CCHS Event Coordinator at least three (3) business days in advance of the event date. Organizer will be notified if equipment is unavailable due to other usage.

- Up to four (4) 6'x1.5' classroom tables
- Up to 28 rolling chairs
- Up to 35 stationary chairs
- 55" Smart TV with internet access
- Mobile 55" monitor
- Up to four (4) 6'x2' knockdown tables
- Mobile white board & dry erase markers
- Refrigerator and freezer access for the duration of the booking & set up time

The rental includes an onsite party coordinator and an educator. It is possible that one individual will perform both roles. Party coordinators assist with ensuring requested equipment, materials, and

activities are set up correctly and/or functioning properly. Educators handle animal visitors and provide a 15- to 20- minute educational party program. Party coordinators and educators are not childcare providers to event attendees and do not constitute supervising adults to minors.

#### **6. Food and Drink**

CCHS does not provide food or beverage. Organizer is welcome to bring their own food, drink, and food-service essentials (e.g., plates, glasses, utensils). CCHS assumes no liability for food-related incidents, including but not limited to allergic reactions, choking, or illness.

#### **7. Other Responsibilities of Organizer**

Please note that CCHS facilities are not allergen-free. Pet dander, peanuts, and other allergens may be present in the Education Center. **Organizer is responsible for informing all attendees and parents of minor attendees, that the facility is not allergen free and that the experience may involve interaction with animals.**