



Heart of the Valley is pleased to offer the Community Room for birthday celebrations. All guests will enjoy a fun and educational hands-on animal experience, along with the knowledge that they have helped the homeless pets in their community.



The Community Room rental fee is \$100.00 for a 3-hour period.

To book your birthday party, please fill out and return this form in person to Heart of the Valley or mail it to P.O. Box 11390, Bozeman MT 59719 or fax it to (406)388-2877. For more information, please contact the Volunteer Manager at (406) 388-9399 extension 105 or by e-mail at [volunteer@heartofthevalleyshelter.org](mailto:volunteer@heartofthevalleyshelter.org)

Birthday honoree's name: \_\_\_\_\_

How old is he/she turning? \_\_\_\_\_

Your name: \_\_\_\_\_

Your relation to honoree: \_\_\_\_\_

Your address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please choose your preferred date and time:**

Date: \_\_\_\_\_

12pm – 3pm

2pm – 5pm

1pm – 4pm

3pm – 6pm

Please note that all reservations are subject to availability.

Approximate number of guests: \_\_\_\_\_

**In addition to the facility rental, Heart of the Valley will provide a shelter tour, the opportunity to meet shelter pets, and the birthday honor of naming an incoming stray shelter pet.**

**Additionally, you may choose any 2 of the following activities:**

Face Painting

Decorate pet bandannas

Make Cat Toys

Decorate dog biscuits

**Cost & Payment Method:**

**Birthday party facility rental fee: \$100.00**

- I would like to pay with cash.
- I would like to pay by check. (Please make checks payable to: Heart of the Valley, Inc.)
- I would like to pay by credit card: (Circle one) Visa MasterCard Other: \_\_\_\_\_

Credit card #: \_\_\_\_\_

Expiration date: \_\_\_\_\_ Name on credit card: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

**Terms of Agreement and Liability Release:**

\_\_\_\_\_ I understand that, for a fee of \$100.00, Heart of the Valley will provide use of the Community Room and adjacent restrooms and kitchen, including the use of tables and chairs for a period of 3 hours as selected above. In addition, Heart of the Valley staff or volunteers will provide a shelter tour, the opportunity to meet shelter pets, up to 2 activities as selected above, and the special birthday honor of naming an incoming stray shelter pet.

\_\_\_\_\_ I understand that Heart of the Valley will not provide any food, drinks, transportation, or gifts.

\_\_\_\_\_ I understand that smoking is not allowed in the Community Room.

\_\_\_\_\_ I understand that access to the shelter facility will close at 5:30pm, at which time all guests will be limited to the Community Room area until 6:00pm when the Community Room must be vacated by all guests.

\_\_\_\_\_ I am responsible for ensuring that an adult chaperone from my party is present at all times while guests are present at the shelter.

I agree to return the Community Room to a clean and orderly condition at the end of the birthday party and to pay the cost for repair of any damages to the facilities. Heart of the Valley is not responsible for any materials or equipment left in the building. If the room is not left in satisfactory condition, a minimum charge of \$100.00 will be levied. I will notify Heart of the Valley as soon as possible if I need to cancel the birthday party so that the room can be made available for others. To the extent permitted by law, I agree to protect, indemnify, defend and hold harmless Heart of the Valley, Inc., and its respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with my function, except those claims arising out of the sole negligence or willful misconduct of Heart of the Valley, Inc. In consideration of this agreement to rent the Community Room, I hereby for myself, my administrators, my heirs, and assigns, waive and release any and all right and claims for damages I have against Heart of the Valley, Inc., their associates and representatives. I also agree to exercise all safety precautions and respect the property of Heart of the Valley, Inc.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for including Heart of the Valley in your celebration!**

**Many birthday honorees ask their guests to bring donations for the shelter in lieu of gifts. Heart of the Valley is grateful for this generosity and will gladly accept all donations. For a list of some of the items needed at the shelter, please call 388-9399.**