

How to Rent the Party Room

It's easy to reserve our Party Room!

CALL US! The easiest way to make a reservation is to call us at **301-650-2880** (M-F, 10am-4pm). We'll take your credit card info (MasterCard or VISA) over the phone, and lock in your party date and time on the spot.

SEND A FAX:* Fax the application in this brochure to **301-933-1696**, ATTN: Cabin John Train Station Party Rental.

DROP IT OFF:* During normal operating hours, you may also drop off the application from this brochure at the train station.

* If you fax your application or drop it off at the train station, we'll call you (M-F, 10am-4pm) to confirm your party day and time, and take your credit card (MasterCard or VISA) information for full payment (including deposit) to hold your date.

The party room is available by reservation only. Availability is limited and time slots fill quickly, so please contact us well in advance of your preferred date. To secure your party date, the total rental fee and a refundable damage deposit must be paid in advance.



This brochure is also available online as a downloadable .pdf at www.CabinJohnTrain.com

Cancellation Policy



To receive a refund, please submit your cancellation in writing at least fourteen (14) days prior to the rental date. A \$25 cancellation fee will be subtracted from your total refund.

You may **mail** your cancellation notification to: Montgomery Parks, Hillendale Park Office, 10611 New Hampshire

Ave., Silver Spring, MD, 20903, ATTN: Ron Postman, OR **fax** it to 301-933-1696, OR **email** it to: Ron.Postman@MontgomeryParks.org

No refunds will be issued if the cancellation request is submitted fewer than fourteen (14) days before your rental date .

2012 Train Schedule

March 31 - April 8 Open Daily for MCPS Spring Break, 10am-6pm

April & May..... Open Memorial Day, Saturdays and Sundays, 10am-6pm

June 1 - August 26..... Open Daily, 10am-6pm

August 27 - August 31..... Closed

September..... Open Labor Day, Saturdays and Sundays, 10am-6pm

No party room rentals in **October**...come ride the Cabin John "Eye Spy" Halloween Train instead!

Train Party Room is available for rental in the off-season (train does not run) at reduced rates.

CABIN JOHN TRAIN



Party Room Rentals

March 31 - September 30, 2012



Cabin John Regional Park
7400 Tuckerman Lane
Rockville, MD 20852

Train Station: 301-765-8670
Reservations: 301-650-2880
CabinJohnTrain.com

Frequently Asked Questions

May we rent the room for longer than 2 hours?

Yes! And if you book two 2-hour party slots on the same day, you'll get the hour in-between FREE. Ex: You book the Train Station Party Room from 1-3pm and 4-6pm on a Saturday. You'll get the 3-4pm time slot at no additional charge, so the total cost for 1pm-6pm would be \$350 (\$175 x 2). Plus, you'll receive 40 (vs. 20) train tickets, since you're booking two party slots!

May we set up the party room before our rental time?

Yes! Feel free to start setting up 20 minutes before your rental time. We can't store your party supplies (cakes, balloons, etc.) before your party time, however. You'll need to clean up and be out of the party room promptly at your scheduled end time—so please be sure to figure cleanup time into your schedule.

May we decorate the party room?

Yes! Decorations may be hung or taped on walls in the party room with masking tape or blue painters' tape. Renters are responsible for all damage resulting from the use of any other kind of adhesive or substance. No glitter or confetti, please. All decorations must be removed by the party's end time (unstick those stickers! 😊).

How big is the room, and is it air conditioned?

The room is 20' x 25', and is air-conditioned. Please help us save energy and don't prop open the doors.

What supplies are included in the rental fee?

We supply the room, chairs and tables, and use of a refrigerator. Bring your own paper products, utensils, etc. Each 6'x 30" table seats 8 people comfortably; a 4' round table is also available.

Can we cook • set up a moon bounce • serve alcohol ?

Sorry, no. Cooking and moon bounces aren't allowed in the party rooms for safety reasons, and Park rules prohibit alcoholic beverages of any kind (even beer and champagne) on Park property.

What if we want to ride the train more than once?

Each ticket is good for one train ride per person, and you'll get a quantity of complimentary tickets as part of your party package. You may also purchase additional tickets at your party. It's \$1.75 per ticket...or get a book of 10 tickets for \$15.75 and save!

What if it rains?

For your safety, we can't run the train if the tracks are wet or the train has mechanical problems. Refunds are not issued for train tickets...but the tickets have no expiration date, so they can be used any time at Cabin John Train, or at Wheaton Train and Carousel in Wheaton Regional Park. (WheatonTrainandCarousel.com)

When will my damage deposit be returned?

Please clean up after your party, and deposit all trash (including decorations) into the proper receptacles. Your \$50 damage deposit refund (issued in the same form as your payment) will be processed in approximately a week if the room is left in acceptable condition. Please allow 3-4 weeks for check refunds; credit card refunds will vary depending on your credit card company.

Party Room Rental Information

The party room at Cabin John Train Station is the perfect venue for your child's next birthday party or family celebration. The spacious room features a train motif, and comfortably accommodates up to 50 guests.

Every Party Rental Includes:

- ◆ Use of tables, chairs and a refrigerator
- ◆ 20 complimentary train tickets
- ◆ Special photo opportunity for the birthday child on the locomotive engine (please bring your own camera).
- ◆ Special "No-Wait" priority seating on the train for your whole party!

Rates

Train Station Party Room (max. 50):

- ◆ *Monday-Friday:*
\$100 for a 2-hour rental, + \$50.00 (refundable) damage deposit.
- ◆ *Saturdays, Sundays & Holidays:*
\$175 for a 2-hour rental, + \$50.00 (refundable) damage deposit.

All party rentals include **20 free tickets** good for one train ride each.

Party Rental Times

Available any day train is scheduled to run. See other side for schedule. Choose from...

- ◆ 10am-Noon
- ◆ 1-3 pm
- ◆ 4-6pm



Party Room Application

Please fax this application to 301-933-1696, or give it to a Parks employee at the train station during operating hours. We'll call you back (M-F) to confirm your rental day/time, and take your credit card information over the phone.

Name: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone: Day _____

Evening _____

Email (required): _____@_____

Name of Event (ex: "Smith Birthday Party") _____

Expected attendance: _____ (max. 50)

1st Choice date: _____

Check one* 10am-Noon 1-3pm 4-6pm

2nd Choice date: _____

Check one* 10am-Noon 1-3pm 4-6pm

* If you want to book a party longer than 2 hours on one day, please check the boxes for all requested times.

Rates Please see "Rates" in blue panel at left.

Cancellation Policy Please see the "Cancellation Policy" section on other side of this brochure.

For more info on rental procedures, please see "How to Rent the Party Room" on other side of brochure.

I understand that full payment (including damage deposit) must be made at the time of booking in order to confirm my party date/time.

Signature _____

Date _____