

How do I Rent the Party Room

The party room is available by reservation only. Total rental fee plus damage deposit must be paid to secure your rental date. When the train station is open, reservations can be made in person at the facility or you can download this form at www.cabinjohntrain.com and fax the application to 301-434-4796 ATTN: CABIN JOHN TRAIN STATION PARTY RENTAL. If the date/time is available, you will be contacted for a Visa/MC payment to secure the rental. Prior to the season, please call 301-495-2538 (Mon - Fri 9-4) for reservations with a credit card payment. Availability is limited and time slots fill quickly!



Cancellation Policy

In order to receive a full refund, cancellations must be submitted **in writing** at least 7 days prior to the rental date to: MNCPPC Hillandale Park Office, 10611 New Hampshire AVE, Silver Spring, MD 20903 ATTN: Nancy Cadigan OR Nancy.Cadigan@MontgomeryParks.org. FAX 301-434-4796. If cancelled within seven (7) days of the rental, there are NO refunds.

Hours of Operation

- March 27 – April 4 (MCPS Spring Break Week) 10am-5:30pm
 - Weekends in April and May 10am-5:30pm
 - Open 7 days a week beginning Tuesday, June 1
 - Monday through Thursday 10am-5:30pm
 - Fri., Sat., Sun. & Holidays 10am-7pm
- HOLIDAY HOURS**
- Mon, May 31 (Memorial Day) 10am-7pm
 - Mon, July 5 (Holiday Observed) 10am-7pm
 - Mon, Sept 6 (Labor Day) 10am-7pm



Cabin John Train

2010

Party Room Rental Information



Cabin John Regional Park
7400 Tuckerman Lane
Rockville, MD 20852
Train Station: 301-765-8670
www.cabinjohntrain.com

2010 Summer Train Station Party Room Rental Information

The party room at Cabin John Regional Park Train Station is perfect for your child's next birthday party or family celebration. The room has been expanded and can accommodate up to 50 guests.

- **Tables, chairs** and use of our full sized **refrigerator** are provided
- **Cost:** \$175.00 for a 2 hour rental plus a \$50.00 damage deposit
- **Rental times** (7 days a week)
10 – 12noon, 1-3pm or 4-6pm
- **10 free train tickets** are included in each party room rental. Additional tickets for your guests can be purchased the day of your party (\$1.75 per ticket OR a discount book of 10 tickets for \$15.75)
- **Photo Opportunity** for the birthday child on the Train Engine (you must provide your own camera)
- You will receive **No Wait Priority** seating on the train for the entire party

Frequently Asked Questions

- 1. I would like to rent the room for longer than 2 hours. Is this possible?**
Yes! Rentals are set up for 2 hour parties at 10am-12noon, 1pm-3pm and 4pm-6pm. You may book any two of these rental times on the same day and get the hour in between free. Example: If you book 1pm-3pm and 4pm-6pm, you will also get the 3-4pm time slot at no additional charge. In this example, your rental from 1 – 6 would be \$350 (\$175 X 2 party rentals) AND you would receive a total of 20 free tickets since you are booking 2 party slots!
- 2. Can I get in the party room early to set up?**
Yes! You may enter the room 15 minutes before your rental time. However, time is NOT added to the end of your rental and the room must be cleaned and vacated when your rental time is over. Rooms are not available for use after your scheduled rental time. Unfortunately, we cannot

store party supplies (cakes, balloons etc.) before your scheduled rental time.

- 3. Can I decorate the party room?**
Yes! Decorations may be hung or taped on walls in the party room with masking tape or blue painters tape ONLY. No decorations may be hung from the ceiling and no glitter or confetti is allowed. Customers will be responsible for any damage resulting from use of any other adhesive tape or substance. All decorations must be removed by the end of the rental time.
- 4. Do we supply party products?**
No, we supply the party room, chairs, tables and 10 train tickets per rental. We also have a refrigerator you can use to keep items cold during your party.
- 5. How big is the room and what size are the tables?**
The room is 20' X 25' and the tables are 6' long X 30" wide plus one 4 ft. round table for gifts or food.
- 6. Is cooking allowed in the room?**
There is no cooking allowed in our party room.
- 7. What if I want to ride the train more than once?**
Train tickets are good for one ride per person. However, you may purchase additional tickets at the ticket office (\$1.75 per ticket OR a discount book of 10 tickets for \$15.75).
- 8. What if it rains?**
Unfortunately, train rides are not guaranteed as our train cannot run if the tracks are wet or if there are mechanical issues. No refunds will be given for missed rides however; the train tickets do not expire and can also be used at the Wheaton Train and Carousel in the Wheaton Regional Park. www.wheatontrainandcarousel.com
- 9. Is the room air conditioned?**
Yes! However, please be aware that the Park energy conservation requirement is that doors are NOT to be propped open at any time, especially at air-conditioned facilities.
- 10. Is alcohol permitted?**
No. Park rules prohibit alcoholic beverages of any kind (including beer and champagne).
- 11. When will my damage deposit be returned?**
Please clean up after yourself—deposit all trash (including decorations) into the proper receptacles. Your \$50 damage deposit will be refunded to you following your rental, if the room is left in acceptable condition.

Party Room Application

Name _____

Address _____

City _____ State ____ Zip _____

Phone: Day _____

Evening _____

Email (required) _____

Party Date Requested:

1st choice date: _____

Time (circle) 10 – 12 1 – 3 4 – 6

2nd choice date: _____

Time (circle) 10 – 12 1 – 3 4 – 6

Name of Event (ex; Smith Birthday Party)

Expected attendance _____ (max capacity 50)

Fees: \$175 for each 2 hour rental (includes 10 free train ride tickets) plus \$50 damage deposit (refundable upon completion of rental if room is left in acceptable condition).

I understand that to secure my rental, full payment including the damage deposit must be made at the time of application by Visa/MC.

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Signature _____

Date _____

Please return this application directly to the facility during operating hours OR fax to 301-434-4796 and you will receive a return call to confirm the rental date/time is available and payment will be taken. Thank you!