

Pringle Nature Center

Birthday Party Building Procedures

General Rules and Regulations

The following rules must be adhered to:

1. A Pringle Nature Center (PNC) staff person, board member, or designee will be on site during any rental.
2. Birthday parties can be scheduled at times that do not interfere with the nature center's regular programming.
3. All birthday parties are limited to 20 children.
4. There is no smoking or alcoholic beverages allowed at PNC at any time. Groups must adhere to the Kenosha County Parks Ordinances.
5. Groups must leave the facility in the same condition as it was found. This includes but is not limited to the following:
 - a. All tables and chairs must be wiped off and clean.
 - b. All materials (recyclable and trash) must be put in the proper receptacle.
 - c. Dishes placed in the dishwasher.
6. The PNC is not responsible for any equipment or other accessory left at the Center.
7. The use of nails, screws, tape, tacks, or the like to fasten decorations cannot be used in the building.
8. No helium balloons.
9. Glitter, rice, bird seed, confetti, and similar material cannot be used in the building or on the grounds.

Scheduling

1. Reservations are required at least two weeks in advance.
2. The first half hour is for decoration, set up, and for guests to arrive. The naturalist portion will start after this first half hour and will either be an hour or an hour and a half depending on the theme chosen. The last hour is for cake, presents, games, etc. **Any clean up** must be completed during this time as well. Due to programs or other scheduled events going on at the center, you may not arrive earlier or stay later than your scheduled time.
3. Reservations are confirmed only when the necessary paperwork is completed and payment has been made.

Fees

1. The program fee is \$100.
2. Fees can be paid in cash or check, payable to Pringle Nature Center and final payments are due two weeks (14 days) prior to the birthday party date.
3. The group will be charged for hours the group occupies the facility beyond those reserved. Any time exceeding 10 minutes will be charged at \$25 per half hour.

Facility Resources

1. We will make every effort to ensure that all requested resources for the birthday party are in working order. In the event that a resource is unavailable due to repair or circumstances beyond our control, we will make every effort to notify the person responsible as far in advance as possible. We will not refund or partially refund for mechanical failure of equipment unless that equipment was an integral part of the birthday party (e.g. the freezer was broken and it was needed to keep food frozen until a certain time).
2. PNC has a full kitchen, which includes a stove, microwave, dishwasher, sink, and dishes including serving ware, cups, plates, and silverware which you are encouraged to use. Since we are an environmental facility, we discourage the use of disposable dishes.
3. Nature center displays of preserved and living animals will not be removed or covered during the rental and should not be disturbed.

General Information

Paper work and fees sent to:

Pringle Nature Center
Attn: Naturalist
9800 160th Avenue
Bristol, WI 53104

For more information, please call (262) 857-8008
Tuesday through Saturday
9:00 a.m. – 4:00 p.m.