

Bella the Begonia™ and Carlos the Cactus™ Party Guidelines

Let Bella the Begonia™ and Carlos the Cactus™ host your pre-schooler's next birthday party! Bella and Carlos lead all BRIT's early childhood programming in the hopes they can convince children of all ages that plants are valuable to all living things.

In order to maintain the integrity of BRIT's headquarters, the following guidelines must be met. The Botanical Research Institute of Texas exists for the benefit of the public. The following guidelines are for your benefit to help you prepare for the party. We appreciate your understanding of the extra care involved to ensure our property is available for public enjoyment. Bella and Carlos parties directly support the operation of BRIT. We thank you for your support!

Contact Information

Botanical Research Institute of Texas
Katherine Campbell, Event and Rental Manager
1700 University Drive
Fort Worth, Texas 76107-3400

kcampbell@brit.org
Phone Number: 817-332-7750

The following items are required to reserve the facility for the day and time of your child's party.

- A contract will be required in order to book your date along with the payment of the non-refundable deposit of 30% of the estimated party fee. Deposit must be paid within 10 business days. An invoice for will be generated upon your request.

Party/Rental Information

BRIT has the right to cancel any party should these policies and procedures not be strictly adhered to. In addition, BRIT reserves the right to cancel any party should there be false claims by the Renter or for security reasons. The nature and purpose of the building is to serve the general public's wellbeing, therefore, BRIT has sole responsibility to allow or disallow a person from holding an event at BRIT.

Bella Party Menu

Bella Parties include a read aloud, guided activity followed by one unguided activity. Guided activity is based on book chosen. Each activity will take approximately 30 minutes. All parties will take place within the Treehouse only on Friday evenings and weekends. Some activities will be a party favor.

Guided Activity

(Choose one.)

Book	Activity
Planting a Rainbow by Lois Ehlert (Summer)	Planting a flower
Waiting for Wings by Lois Elhert (Spring)	Creating a butterfly
I am an Artist by Pat Lowery Collins	Creating art from nature
Up, Down and Around by Katherine Ayers	Planting a vegetable



Unguided Activity
(Choose one.)

Wooden blocks
Sandbox play
Markers
*Painting
*Watercolors

**Extra fee is associated with painting and water colors*

Party Capacity, Dates & Times

All parties will take place within the Treehouse only on Friday evenings and weekends. Bella Parties are 2 hours. Any additional time will be an extra cost.

Read aloud – 15 minutes

Guided Activity – 35 minutes

Cake & Gifts – 35 minutes

Unguided Activity – 35 minutes

Parties should have no more than 20 children. For every 10 children, one Bella party facilitator will be onsite. Due to party activities, there is limited space for guardians. Additional rooms can be purchased at the room rental rate. Ask the Event Department for more details.

Pricing

	BRIT Members	BRIT Non-Members
10 Children	\$325	\$350
11-20 Children	\$350	\$400

A Fort Worth Police Officer may be arranged by BRIT upon your request. If requested, pricing is an additional \$180.

Birthday Dessert

At this time, parties do not include snacks or birthday cakes. Contact Swiss Pastry Shop at (817) 732-5661 to purchase Bella and Carlos cookies.

Damage

If any damage to BRIT and or damage/loss of any rental articles occurs because of the party, you are responsible to cover the cost of any damage, theft or loss. Please speak with the Event Department if you have questions.

Indemnification Agreement

BRIT requires that in consideration of your use of the BRIT building and/or grounds, you agree to indemnify and hold harmless BRIT against all claims, damages, losses, liabilities and expenses, including attorney fees arising out of, or resulting from your use of the BRIT premises.

Payment Terms

We require your prompt payment according to the terms and dates specified in the contract agreement. All checks should be made payable to the Botanical Research Institute of Texas, please reference appropriate invoice numbers on all checks. Checks should be mailed to The Botanical Research Institute of Texas; Attn: Events; 1700 University Drive; Fort Worth, TX 76107-3400. We accept payment by personal check or credit card.

Payment shall be due ten (10) business days prior to the party. If payment of the invoice is not received prior to the event, BRIT reserves the right to cancel without refunding the security deposit.

A supplemental invoice (for charges incurred and not included in the above invoice due to damages, loss, theft, failure to remove trash from the premises, additional security or janitorial fees, etc.) will be issued after the event when necessary and payment is due upon receipt. A 10% monthly finance charge will be assessed after 30 days to all past due accounts.

An Event Contract will be developed in support of your non-refundable security deposit describing the event details. The contract will be updated as the event planning process proceeds. A contract will be provided with the final invoice to ensure complete and accurate understanding of your party. You are required to read and address any questions or concerns immediately upon receipt.

Bella and Carlos look forward to hosting your child's party!

