

# 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). 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 **301-434-4796**, ATTN: Cabin John Train Station Party Rental.

\* If you fax your application, we'll call you (M-F) to confirm your party day and time, and take your credit card (MasterCard or VISA) information for full payment (plus refundable damage 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.



# Cancellation Policy

In order to receive a full refund (less a \$25 cancellation fee), cancellations must be submitted in writing at least **14 days** prior to the rental date. You may **MAIL** your cancellation



notification to:  
Montgomery Parks,  
Hillandale Park Office,  
10611 New Hampshire  
Ave., Silver Spring,  
MD, 20903,  
ATTN: Nancy Cadigan,

or **FAX** it to 301-434-4796, or **EMAIL** it to:  
Nancy.Cadigan@MontgomeryParks.org

No refunds can be issued if your cancellation request is submitted less than 14 days before your rental date.

# Important Dates

**October 8 & 9, 13-16 & 20-23 & 27-30, 2011**

Ride the **Cabin John "Eye Spy" Halloween Train!**  
Same-day tickets available at the train station.  
Visit [CabinJohnTrain.com](http://CabinJohnTrain.com) for details. *No Party Room rentals in October.*

**November 1, 2011 - March 31, 2012**

The train is put to bed for the winter, but the Cabin John Train Station Party Room is open for fun 7 days a week at low winter rates!

**February 15, 2012**

Reservations now available for spring/summer 2012 dates at Cabin John Train Party Room. Spring/summer Party Room rates apply for all parties booked for dates beginning with April 1, 2012

This brochure is also available online as a downloadable .pdf at [CabinJohnTrain.com](http://CabinJohnTrain.com)

# CABIN JOHN TRAIN

## Winter Party Room Rentals

November 1, 2011  
- March 31, 2012



**Cabin John Regional Park**  
7400 Tuckerman Lane  
Rockville, MD 20852  
Train Station: 301-765-8670  
Reservations: 301-650-2880  
[CabinJohnTrain.com](http://CabinJohnTrain.com)

# Frequently Asked Questions

## May we rent the room for longer than 2 hours?

Sure! During the winter months, the Party Room is available for a 2-hour party any time between 10am-4pm (you choose the 2-hour slot; \$125), or for a 6-hour party (10am-4pm, \$250).

## 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 any 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 end of the rental time.

## What kind of supplies are included in the rental fee?

We supply the room, chairs and tables, and use of a refrigerator. You'll need to bring paper products, utensils, etc. The tables are 6' long x 30" wide, and there's a 4' round table available, too. Each long table seats 8 people.

## 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.

## Why isn't the train running?

We use this time to give the train a tune-up and get it ready for spring. Because the train isn't running, rental rates for the party room are significantly discounted from November through March.

## How big is the room, and is it heated?

The room is 20' x 25', and is heated, with adjoining restroom facilities.

## 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 the use of tables, chairs, and a full-sized refrigerator.

 **WINTER RATES & PARTY TIMES**   
for bookings between  
November 1, 2011-March 31, 2012

**2-hour rental: \$125\***

Choose any two-hour time slot  
between 10:00am - 4:00pm

**6-hour rental: \$250\***

One time slot: 10:00am - 4:00pm  
Best buy--like getting 2 hours free!

\*\$50.00 refundable damage deposit  
required for all party rentals.

Winter Party Room rentals are also  
available at Wheaton Train Station. Visit  
[WheatonTrainandCarousel.com](http://WheatonTrainandCarousel.com) for details.



# Party Room Application

Cabin John Train Station ✧ Winter '11-'12

Please fill out this application and call us at 301-650-2880 (M-F), or fax it to 301-434-4796. 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: \_\_\_\_\_

**1st Choice** date : \_\_\_\_\_

Check one:

**2-hour party \$125** \_\_\_\_\_

(fill in your choice of any 2 hours between 10am - 4pm)

**6-hour party (10am-4pm, \$250)**

**2nd Choice** date: \_\_\_\_\_

Check one:

**2-hour party \$125** \_\_\_\_\_

(fill in your choice of any 2 hours between 10am - 4pm)

**6-hour party (10am-4pm, \$250)**

**Rates** Please see "Winter 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 Rooms" on other side of brochure.

I understand that full payment (including refundable damage deposit) must be made before my party date/time is locked in.

Signature \_\_\_\_\_

Date \_\_\_\_\_