

How to Rent the Party Rooms

It's easy to reserve a 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: Wheaton 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.

Party rooms are 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 WheatonTrainandCarousel.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, Hillandale 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 for MCPS Spring Break, 10am-6pm

April

Open Saturdays & Sundays, 10am-6pm

May 1 - August 26

Monday - Friday

Saturday & Sunday

Open Daily

10am-6pm

10am-7pm

August 27 - August 31

Closed

September

Open Labor Day, Saturdays & Sundays, 10am-6pm

No party room rentals in **October**...come ride the Wheaton Haunted Train & Creepy Carousel instead!

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

Wheaton TRAIN & Ovid Hazen Wells CAROUSEL



Party Room Rentals

March 31 - September 30, 2012



Wheaton Regional Park
2002 Shorefield Road
Wheaton, MD 20910

Train Station: 301-942-6703
Reservations: 301-650-2880
WheatonTrainandCarousel.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 \$300. Plus, you'll receive 40 (vs. 20) train/carousel 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 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 party's end time (unstick those stickers! 😊).

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 5' 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.

Are the rooms air conditioned?

Yes! Please help us save energy and don't prop open the doors .

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

Each ticket is good for one train or carousel 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. Carousel rides are usually available even in inclement weather, but not guaranteed. Refunds are not issued for train/carousel tickets...but the tickets have no expiration date, so they can be used any time at either Wheaton Train and Carousel, or Cabin John Miniature Train in Rockville!

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 rooms at Wheaton Miniature Train and Ovid Hazen Wells Carousel are perfect for birthday parties and family celebrations. The spacious **Train Station Party Room** features a train motif, and the **Carousel Party Room** is a good, affordable option for small parties.

Every Party Rental Includes:

- ◆ Use of tables, chairs and refrigerator
- ◆ Free train/carousel tickets (20 with the Train Station Party Room, 10 with the Carousel Party Room)
- ◆ Special photo opportunity for the birthday child on the locomotive engine (don't forget your camera!).
- ◆ Special "No-Wait" priority seating on the train for your whole party

Rates & Capacities

Train Station Party Room (max 60):

- ◆ *Monday - Friday:*
\$100 for 2-hour rental, plus deposit
- ◆ *Saturdays, Sundays & Holidays:*
\$150 for 2-hour rental, plus deposit

Train Station Party Room rentals include **20 free tickets** good for one ride each on either the train or carousel. A refundable \$50 damage deposit applies for all rentals.

Carousel Party Room (max 15):

\$50 for a 2-hour rental + \$50 refundable damage deposit. Includes **10 free tickets** good for the train or carousel.

Party Rental Times

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

Train Station Party Room:
10am–Noon, 1-3 pm, or 4-6pm
Carousel Party Room:
Noon-2pm and 3-5pm



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: _____

1st Choice date : _____

Train Station Party Room (max 60)

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

Carousel Party Room (max 15)

Check one Noon-2pm 3-5pm

2nd Choice date: _____

Train Station Party Room (max 60)

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

Carousel Party Room (max 15)

Check one Noon-2pm 3-5pm

* If you'd like to book a party longer than 2 hours on one day, please check the boxes for all requested time slots.

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 Rooms" 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 _____