



## Birthday Party Guidelines

Birthday parties at Greenhill last approximately 2 hours and include a 30 minute tour of the shelter for educational animal time. It is a minimum \$50 donation to rent the room for the party.

We can take a maximum of 8 children, who must be accompanied by at least two adults. Our staff are here to help you with the space and give you a tour, but we are not able to provide child supervision.

Children often ask their friends to bring gifts that can be donated to the animals. One of the benefits of having a party at the animal shelter is that children learn compassion for animals and responsibility toward their community. If you are unsure what gifts are appropriate, please check out our wish-list at [http://green-hill.org/wish\\_list.html](http://green-hill.org/wish_list.html)

Please plan to provide:

- Plates and plastic-ware
- Snacks/drinks/cake/etc (please note: alcohol may not be consumed on our premises)
- Decorations (please note there should be no tacks or nails placed in our walls. We are not able to provide tape or scissors. We will provide 30 minutes for you prior to your party for you to decorate)
- Clean up after the party – please plan to pack everything out with you.

Greenhill will provide:

- A slideshow of animals to play during the party
- A 30 minute educational tour of the shelter including animal areas
- A host to answer questions and give the tour
- Use of our education room for the party, including tables and chairs
- Fun animal-related activities for the children to participate in (see list on request form).

**Please Note: We cannot guarantee direct interaction or playtime with the animals.** Not all animals are suitable for birthday parties. Since we are an adoption facility, and we have a high volume of adoptions each week, we will not always have animals that are outgoing and friendly with children or who do well with large groups. Depending on the number of children, the age group, and the time of year, animal-child interactions are highly unlikely. We will do our best to accommodate animal-child interactions but please understand that it may not be possible.

If this seems like a good fit for your party, please fill out our birthday party request form (attached).

Please return the form via email to [andrew.ta@green-hill.org](mailto:andrew.ta@green-hill.org), via fax to 541-689-5261 ATTN Andrew Taylor, or deliver in person to Greenhill Humane Society, 88530 Green Hill Road, during our open hours.



### Birthday Party Request Form

Contact Person (first and last name): \_\_\_\_\_

Contact email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Please list three dates and times that work for you (our education room hosts many activities, so having a variety of dates and times will help us with scheduling your party):

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_ Third Choice: \_\_\_\_\_

Number of children attending, and their age range: \_\_\_\_\_

Number of adults attending: \_\_\_\_\_

What would your ideal party look like?:

---

---

---

---

---

If you would like us to provide activities, please check two or three activities that your child and their friends may enjoy doing during the party.

Making cat or dog toys.

Decorating cat carriers.

Drawing pictures of the animals.

Writing letters to future adopters.

Making adoption posters.

*I understand that Greenhill Humane Society is an adoption facility, and as such cannot guarantee that animal-child interactions can occur during my party. I understand that Greenhill Humane Society does not provide child sitting or supervising services and that I am responsible for ensuring the children are supervised.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY:

Scheduled

Paid (attach receipt when paid)