

**GATHER AT THE FARM**  
**The Urban Farm at Stapleton**

**The Details - What to Expect:**

- **Waiver and Release**
  - All persons, adults and minors, will be required to complete a Waiver and Release
    - Waivers must be properly completed (parent/legal guardian for minors)
  - No access to the Farm grounds is allowed without Waiver and Release
  - You will be provided with a link to the Waiver and Release, also found on our website
- **Custom Tour and Activities – Sample Schedule**
  - 10:00 am – 2:00 pm
    - Your tour or activity will begin promptly at 10:15 am. Delays due to late arrivals will shorten your tour and activities.
    - You may ask your guests to arrive early (9:30 am)
      - A small fee may be assessed to support early staffing
  - Farmers Love Animals
    - 10:15 – 11:45 Informational tour and animal interaction
    - 11:45– 12:30 Be a Farmer (optional)
    - 12:30 -1:30 Party time
    - 1:30 – 2:00 Clean up
  - Farm Tales
    - 10:15 – 10:45 Select story read aloud
    - 10:45 – 11:45 Informational tour and animal interaction paired to story
    - 11:45 – 12:30 Be a Farmer (optional)
    - 12:30 – 1:30 party time
    - 1:30 – 2:00 Clean up
- **Indoor Rental**
  - Private room
  - Tables and chairs
    - Seats 18 in “U” shape
    - Can be set for 30 (cozy)
  - Electricity
  - No alcohol allowed
  - No smoking
  - No balloons allowed\*
- **Outdoor Rental**
  - 4 full size picnic tables
  - 2 child sized picnic tables
  - Play area
    - 2 play houses, 2 horse swings, wooden play structures
    - Open, designated area
  - No alcohol allowed
  - No smoking
  - No balloons, streamers, or banners allowed\*
- **Trash**
  - You will be provided with a trash bag

- please collect and deposit your trash in the dumpster located in the east parking lot (back of building)
  - Please remove all trash, this will reduce pests and protect our animals
- **Food**
  - Prepared food only
  - Fires and grills are not allowed
    - we do not have BBQ equipment
  - Please notify staff if pizza is being delivered, have a person from your party meet the delivery person at the main building
  - Electricity is available with indoor rental only
  - NO alcohol is allowed
- **Parking**
  - Parking will be most ample in the east parking lot
    - Proceed around the building to the main door on the west side
  - You may park in either lot
  - Parking is also allowed on Smith Road
- **Dress**
  - Dress for the weather
    - Layers are always recommended
    - Hats and gloves may be needed
  - **Footwear**
    - Leave the cute shoes at home
    - Boots are highly recommended
      - Rubber, hiking, or other outdoor boots are suitable
    - NO open toed shoes
    - They will get dirty
- **Inclement Weather**
  - We will cancel for severe weather
    - Temperatures below 20 degrees or in excess of 100 degrees
    - Other severe weather
      - See refund policies
    - We do not cancel because “it may be muddy” or other reasons considered to be part of farm life
  - We will work with you to reschedule if desired

Good communications lead to a successful party. Please, communicate only with your appointed staff. We will work hard to make your event smooth and joyful.

**Important:** \*No balloons (indoor or out), escaped balloons can cause death to our animals who try to ingest them. No streamers or banners outdoors - do NOT use any decorations that would “flutter” in a breeze – this can startle animals and lead to injuries.