

## PARTY RESERVATION INFORMATION

The Medford Garden Railroad (G-Scale) is located in the center of the Medford Railroad Park (799 Berrydale Avenue, Medford, 97501). We offer four party stations for rent on Run Days (2nd & 4th Sundays from April-October from 11:00 am to 3:00 pm). Contact Vanessa 541-622-3199 for questions or reservations.

### PARTY STATIONS:

**THOMAS** party station: Hosts approx. 25-30 people and rents for \$55.00.

It includes: Gas BBQ, two picnic tables, two folding tables, plastic chairs. It is located to the left as you enter the Medford Garden Railroaders at the end of Party Lane. Large trees provide shade. Misterters are available for hot days.

**PERCY** party station: Hosts approx. 20-24 people and rents for \$50.00.

It includes: Gas BBQ, two picnic tables, two folding tables, plastic chairs. It is located to the left as you enter the Medford Garden Railroaders in the center of Party Lane. Large trees provide shade. Misterters are available for hot days.

**EMILY** party station: Hosts approx. 15-20 people and rents for \$45.00.

It includes: Gas BBQ, two picnic tables, plastic chairs, and two folding tables. It is located to the left as you enter the Medford Garden Railroaders and is the first party station on Party Lane. Large trees provide shade.

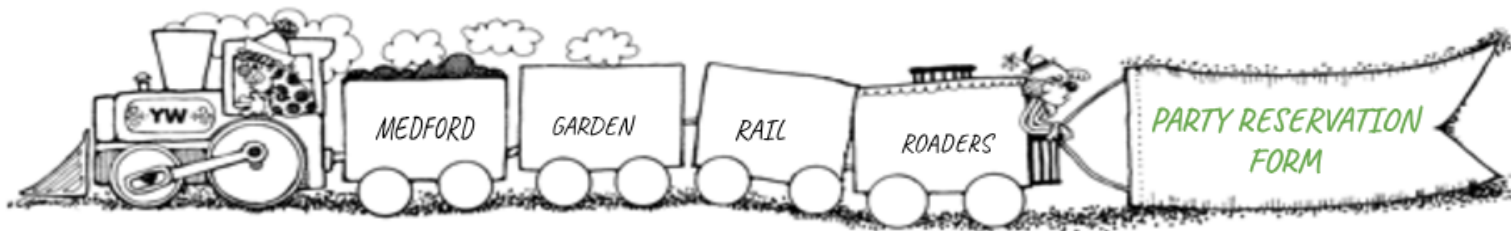
**THOMAS** AND **PERCY** party stations combined: Hosts approx. 45-50 people and rents for \$100.00. They include all of the above mentioned from both party stations.

**GORDON** party station: Hosts approx. 50 people and rents for \$100.00. It includes: Gas BBQ, 6 picnic tables with umbrellas, plastic chairs, counter space for prep with electrical outlets, and a refrigerator/freezer. It is located on the right side down Gordon Way after you enter the Garden Railroad area and is next to the big red Boxcar.

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### IMPORTANT: ON THE DAY OF YOUR PARTY

1. There are no cars or driving allowed inside the train park itself. Parking is in the parking lot. Please check in at the Sno-Cone Booth with Barbara or The Whistle Depot with Vanessa. They will help you find the wagon provided for carting your party goods in and out of the park. Children are not allowed in the cart at any time! Please return the wagons to the wagon parking area as soon as you are done (do not leave it at your party station during your party).
2. You may enter the park at 10:45 AM for setup at the double gates at the far end of the parking lot. Your party ends at 2:30 pm and cleanup and departure from the park must be before the park closes at 3:00 PM.



If you would like to reserve a party at one of our party stations, please contact our Party Coordinator, Vanessa Campbell at (541) 622-3199 or email: [mgrrparties@gmail.com](mailto:mgrrparties@gmail.com) She will assist you in checking availability.

Once you have chosen a date and a party station with Vanessa, you may send the completed reservation form and check made out to MEDFORD GARDEN RAILROADERS PO Box 8361 Medford 97501. Or you may make a payment by SQUARE by calling Vanessa. A party reservation is not confirmed until full payment has been received. You will receive an email letting you know that your reservation is confirmed.

CANCELLATIONS: To receive a full refund: Cancellations must be by email ([mgrrparties@gmail.com](mailto:mgrrparties@gmail.com)) four weeks before your party date. Cancellations made two weeks or less prior to your party date will NOT be refunded.

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### RESERVATION INFORMATION

TODAY'S DATE \_\_\_\_\_ NAME OF CELEBRANT \_\_\_\_\_

RESERVER'S NAME \_\_\_\_\_  
*PRINT FIRST AND LAST NAME*

ADDRESS \_\_\_\_\_  
*STREET CITY STATE ZIP*

EMAIL ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

REQUESTED PARTY RESERVATION DATE \_\_\_\_\_

REQUESTED PARTY STATION : **THOMAS** Party station: \$ 55.00 \_\_\_\_\_

**PERCY** Party station: \$ 50.00 \_\_\_\_\_

**EMILY** Party station: \$ 45.00 \_\_\_\_\_

**GORDON** Party Station: \$100.00 \_\_\_\_\_

**THOMAS** AND **PERCY**: \$ 100.00 \_\_\_\_\_

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### OFFICE USE:

Pmt. Rec'd: \_\_\_\_\_

Square Fee: \_\_\_\_\_

Pmt. Type: \_\_\_\_\_ Chk# \_\_\_\_\_

Amount: \_\_\_\_\_ Inv.# \_\_\_\_\_