

Pony Party/Events Information-ages 3 & up

IMPORTANT Please read

Party host is responsible to know this information and to inform your guests

Release Forms

To attend the party all guests must have a release form filled out & signed by both parents (read the form for exceptions to this rule) . We recommend emailing the form to your guests. Only 1 form is needed per family- all children can be listed on the back page of the form. Don't forget your own family :)

Please collect the forms in advance of your party and check that they are fully completed.

We accept forms by hard copy or electronically. If you are submitting hard copies, drop them in the MSF office mail slot, which is on the right side of the office door. No appointment is needed to do this.

If you are submitting them electronically, each form must be in an individual file. Then group them in a folder and email that to contactmsf@aol.com.

Please do not forward any forms that your guests emailed to you or have your guests send them directly to us. All forms must arrive together in one packet or file from the party Host only. **Either way please include a guest list with your forms.** The **deadline** for the forms is 12 p.m. the Wednesday prior to your party.

In order to avoid last minute hassles and disappointments, please make sure all forms are collected and complete. Without the form your guests cannot attend. We do not accept forms the day of the party. Without the completed forms we cannot hold the party- there is no refund.

Payment/Refunds

Full Payment (by credit card, check or cash) for your party is required at the time of booking to secure the space. **After a 24hr grace period payment is non-refundable unless we can re-book the party. In this case you would lose a \$50 booking fee, if we cannot re-book there is no refund.**

Rainy Day Parties

Parties will be held in the covered arena on rainy days. **Only the 2:30-4:30 parties** have this option. If you have a morning party and it rains unseasonably please be aware your party may need to be re-scheduled or refunded.

In the covered arena there is no play structure so if you do not have the bounce house you should bring some activities for your guests to do while waiting for the pony rides. The petting zoo is still accessible.

Directions Please give directions to all your guests Morning Star Farm 885 Sutro Ave. Novato 94947 To M.S.F. – Off Hwy. 101 take the San Marin Exit. Stay on San Marin Dr. & follow to the end. We are across the street from San Marin High. Continue thru intersection as San Marin changes into Sutro Ave. Take R in driveway. Please ask your guests to park only in designated parking areas.

Set up

You may arrive 30-40 min before your party to set up and decorate. Please be finished with clean up no later than 30min. after your party time ends to allow time for the next party to set up.

Apparel : EVERYONE needs to wear closed toed shoes and All kids need to bring a bike helmet. Long pants are recommended. *No sandals or open toed shoes of any type are allowed for anyone attending the party including adults. Parents must lift children on and off the ponies-Parents need to wear closed toed shoes for this reason.

Stay in party area

Pony Parties must stay in the designated party area for the everyone's safety- this is an active boarding/riding lesson stable- many other horse related activities are underway during party times. Under no circumstances should anyone feed or pet horses or other animals not involved in the party. **No dogs allowed**

Clean up

PLEASE pickup all garbage and decorations and put in garbage can. Remove any tape, ribbons etc. from underside of tables.

Supervise children

Must have parental supervision- 1 adult per 4 kids minimum. Please watch younger children carefully. Please don't allow them to stick fingers etc. through the petting zoo fence or exit the party area.

Party Schedule : Starts with 1 Hour of pony rides followed by approx.15 minutes in the petting zoo.

Petting Zoo can only be accessed with Morning Star Farm staff and will be available during your scheduled party time- generally directly after the pony rides.

Play Structure : The play structure is available for use in the party area. **Use at your own risk. Adult supervision is required at ALL times. Play structure is only available for outdoor parties** **Please No climbing trees**

Bounce House: With Attendant Can be added to your party for \$100 for the first hour (\$75 for the second hour if you want 2hrs.) See web page for more info. and pictures.

Decorations and Food 3 Picnic tables are available for your use & can be moved around in party area. They seat 8-10 at each table. You are responsible to provide table cloths and any decorations/food that you want for your party. **Please do not tie any balloons to the outer fence line of the party area.** **No Alcoholic Beverages allowed.**