



## Helping Hands Humane Society is the *purrfect* place to host a birthday celebration

**Make your reservation today!**

**Cost:** \$50.00 non-refundable deposit – due at least 7 days before the party  
*(The room is booked on a first come first serve basis; the deposit holds the room for you)*  
**\$100.00 due any time prior to the start of the party**

**What is Included:** Printable invitations for your guests, a behind the scenes tour of the shelter including the medical center and training room, tables and chairs (20 tables and 75 chairs available), birthday guest of honor's name on the video board on 21<sup>st</sup> Street (the day of the party). Agility demonstrations and a visit from a shelter animal may be possible if a volunteer is available. The guest of honor will have the opportunity to name 1 dog and 1 cat in the shelter.

**Length:** 3 Hours (Between 11:30am and 5:00pm)

**Dates:** Saturdays only.

Call (785) 233-7325 or email [djackson@hhstopeka.org](mailto:djackson@hhstopeka.org) for availability

Food and drinks may be brought in by the party-goers. HHHS does not provide any supplies. Three hour party time includes time required for preparing/serving food and/or opening gifts. Activities provided by HHHS may take 20 – 40 minutes. We ask that party attendees clean up after themselves.

# Room Rental/Birthday Party Agreement

## Hill's Pet Nutrition Education Center

### Helping Hands Humane Society, Inc.

(Please check for availability before submitting this application and payment)

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number \_\_\_\_\_ Email: \_\_\_\_\_

Desired Rental Date: \_\_\_\_\_ Desired Timeframe: \_\_\_\_\_

Number of estimated adults: \_\_\_\_\_ Number of estimated children: \_\_\_\_\_

Name of Birthday Person: \_\_\_\_\_ Age on Birthday: \_\_\_\_\_

## Agreement for Room Rental

1. Attendees may not enter Helping Hands Humane Society prior to 11:30am.
2. The applicant assumes all responsibility of damages to HHHS property caused by those attending the event/birthday party.
3. No holes may be made to hang items.
4. No packing tape, duct tape or double sided tape may be used on the HHHS walls, ceiling floors or windows.
5. HHHS reserves the right to reject this application.
6. HHHS reserves the right to cancel a reservation at any time.
7. HHHS reserves the right to ask attendees to leave HHHS property.
8. The applicant assumes responsibility for cleaning up after the event.

By signing below, I agree to the above mentioned rules for use of the Hill's Pet Nutrition Education Center inside of Helping Hands Humane Society, Inc. I understand that this is a contractual agreement between me and Helping Hands Humane Society, Inc. I understand that by not signing below my application will be denied.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*For questions, contact Debra Jackson, Administrative Assistant & Customer Care Coordinator at  
(785)233-7325 or [djackson@hhhstopeka.org](mailto:djackson@hhhstopeka.org)*