

## PARTY RESERVATION INFORMATION

The Medford Garden Railroad (G-Scale) is located in the center of the Medford Railroad Park. We offer four party stations for rent on Run Days which are held April–October the 2nd and 4th Sundays of the month from 11:00 AM to 3:00 PM. Contact Debi 541-335-9920 for questions or reservations.

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### PARTY STATIONS:

**THOMAS** party station: Hosts approx. 20 people and rents for \$45.00.

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.

**PERCY** party station: Hosts approx. 20 people and rents for \$45.00.

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.

**EMILY** party station: Hosts approx. 15 people and rents for \$35.00. 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.

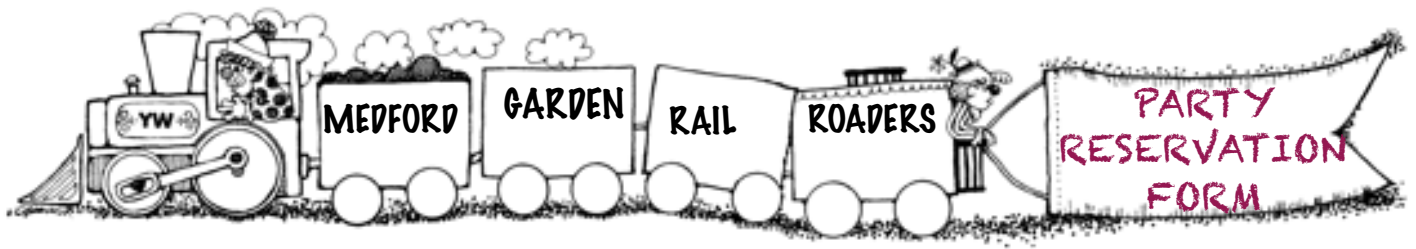
**THOMAS AND PERCY** party stations combined: Hosts approx. 40 people and rents for \$75.00. They include all of the above mentioned from both party stations.

**GORDON** party station: Hosts approx. 50 people and rents for \$100.00. It includes: Gas BBQ, 6 picnic tables, plastic chairs, counter space for prep with electrical outlets and a refrigerator. 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 Debi or Barbara. 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 carts, at any time!** Please return the wagons after you are done carting to the wagon parking area.
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, Debi Guthrie at (541) 335-9920 or email: [gardenrrparties@gmail.com](mailto:gardenrrparties@gmail.com) She will assist you in checking availability.

Once you have chosen a date and a party station with Debi, you may send the completed reservation form and check made out to **MEDFORD GARDEN RAILROADERS** to: **Debi Guthrie, 1147 Thompson Creek Road, Applegate, OR 97530**. Or you may make a payment by **SQUARE** by calling Debi. **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 ([gardenrrparties@gmail.com](mailto:gardenrrparties@gmail.com)) four weeks before your party date. Cancellations made two weeks or less prior to your party date will NOT be refunded.

### RESERVATION INFORMATION

TODAY'S DATE \_\_\_\_\_

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: \$ 45.00 \_\_\_\_\_  
**PERCY** Party station: \$ 45.00 \_\_\_\_\_  
**EMILY** Party station: \$ 35.00 \_\_\_\_\_  
**GORDON** Party Station: \$100.00 \_\_\_\_\_  
**THOMAS & PERCY:** \$ 75.00 \_\_\_\_\_

OFFICE USE:

Pmt. Rec'vd: \_\_\_\_\_ Square Fee: \_\_\_\_\_

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