



Party Station Reservation Overview

Greetings Party Planner,

Medford Garden Railroaders offer FOUR Party Stations as listed below, located in the center of the Medford Railroad Park, at our Garden Railroad layout. Party Station Reservations are booked on park run days only, the second and fourth Sundays of the month, April – October. A reservation grants party station usage from 11:00 a.m. (Arrival/Set-up Time), to 2:30 p.m. (Clean-up Time), with departure before Park closure promptly at 3:00 p.m.

Please Consult Our Website: www.mefordgardenrailroaders.org for the following:

Party Station Reservation Form Link: www.mefordgardenrailroaders.org/Partyoverview.html

Calendar Link: confirm party date and party station availability: www.mefordgardenrailroaders.org/Partycalendar.html

Map for Party Station Names & Locations Link: www.mefordgardenrailroaders.org/Partymap.html

Directions to Medford Railroad Park: www.mefordgardenrailroaders.org/Directions.html

Additionally, contact Dolores Hotchkiss at medfordgardenrailroaders@gmail.com (preferred) or 541-879-0450 with your requested party date/party station for a temporary penciled in five-day hold awaiting your Reservation Form and Payment in Full.

Payment in full by Check, Cashier's Check, Money Order, Debit/Credit Card, reserves your party date/party station choice. For Credit/Debit Card Payments, you must have an email account, and a printer/scanner to email Reservation Form. Sorry, cell phone photo of Reservation Form is not an acceptable delivery format. Reservation Confirmation is our emailed/mailed invoice. Reservation Cancellation for Refund requires an email/mailed written notice no less than thirty days prior to reservation date to receive a full refund.

Emily Party Station: Rents for \$ 35.00 - Hosts Approximately: 15-25 Guests

We Provide this Party Station with: 1 - Gas BBQ, 2 - 3' x 6' Picnic Tables w/Benches, 1 - 30" x 6' Folding Table, 15 - Plastic Chairs, and there are large Shade Trees too.

Percy Party Station: Rents for \$ 45.00 - Hosts Approximately: 20-30 Guests

We Provide this Party Station with: 1 - Gas BBQ, 2 - 3' x 6' Picnic Tables w/Benches, 2 - 30" x 6' Folding Tables, 15 - Plastic Chairs, Shade Screen, Misters and there are large Shade Trees too.

Thomas Party Station: Rents for \$ 45.00 - Hosts Approximately: 20-30 Guests

We Provide this Party Station with: 1 - Gas BBQ, 2 - 3' x 6' Picnic Tables w/Benches, 2 - 30" x 6' Folding Tables, 15 - Plastic Chairs, Shade Screen, Misters and there are large Shade Trees too.

Thomas & Percy Party Station: Rents for \$ 75.00 - Hosts Approximately: 40-60 Guests

We Provide this Party Station with: 2 - Gas BBQ's, 4 - 3' x 6' Picnic Tables w/Benches, 4 - 30" x 6' Folding Tables, 30 - Plastic Chair, Shade Screen, Misters and there are large Shade Trees too.

Boxcar Party Station w/Sheltered Kitchenette:

Rents for \$100.00 - Hosts Approximately: 75-85 Guests

The Kitchenette includes a small Refrigerator w/Freezer, a Sink w/Hot Water, Microwave, and Electrical Outlets for Crockpots, Ice Cream Makers, and such. There is a 10' long Food Serving Table, Large BBQ w/Pot Burner & BBQ Prep Table, Additionally, 1 - 3' x 8' Wheelchair Accessible Picnic Table w/Benches, 6 - 3' x 6' Picnic Tables w/Benches and Umbrellas, 20 Plastic Chairs, Shade Cloth over the entire area, and Misters.

Important Notes:

- A. We provide a tote cart for your convenience. This tote cart is available at Whistle/Raffle Depot at the entrance to our layout. **ABSOLUTELY NO CHILDREN ALLOWED IN TOTE CARTS.** For safety carts may NOT remain in your Party Station; Carts must be return to the Whistle/Raffle Depot between Setup & Cleanup.
- B. Medford Garden Railroaders provides the propane for the BBQ's. Sorry, we Do Not provide BBQ Tools.
- C. Trash Cans & Recycle Cans are provided for each party station.
- D. You are welcome to decorate your party station. At cleanup, please remove all decorations, including tape/string, etc.
- E. When sending your party invitations, direct your party guests to your specific Party Station: Emily, Percy, Thomas, Boxcar.
- F. Please, **DO NOT** move any picnic tables. We kindly request this for safety reasons – yours's and our volunteer's backs.

Party Planning Blessings,
Dolores Hotchkiss, Medford Garden Railroaders