Party Station Reservation Form

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.medfordgardenrailroaders.org/Partyoverview.html
Calendar Link: Confirm party date/party station availability: www.medfordgardenrailroaders.org/Partycalendar.html
Map for Party Station Names & Locations *Link:* www.medfordgardenrailroaders.org/Partymap.html
Directions to Medford Railroad Park Link: www.medfordgardenrailroaders.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.

Reservation Form Instructions:
Personal Check, Cashier's Check, or Money Order payable to; Medford Garden Railroaders, mail both Payment and Reservation Form together to: Medford Garden Railroaders, c/o Dolores Hotchkiss, 6631 Ponderosa St, Central Point, OR 97502
Credit/Debit Card Payment: Fill out paper copy Reservation Form, scan, and email to: medfordgardenrailroaders@gmail.com

___ ***Check Here for Credit/Debit Card Payments: Once Reservation Form has been received via email; you will be phoned to process your Credit/Debit Card payment.***

Today's Date: _____ ***Requested Party Reservation Date***: _____

Reserver's Name: _____
Last Name, First Name

Street Address: _____

City, State, Zip: _____

Email Address: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

When sending your party invitations direct your party guests to your specific Party Station:

Check Mark Requested Party Station:

Emily Party Station: **$ 35.00** _____
Percy Party Station: **$ 45.00** _____
Thomas Party Station: **$ 45.00** _____
Thomas & Percy Party Station: **$ 75.00** _____
Boxcar Party Station: **$100.00** _____

Pmt. Rec'vd: _____ ***Office Use:*** **Cal U/D** _____

Pmt. Type: _____ **Ck #:** _____ **Amt.: $**_____ **Inv. #:** _____