

THE CHILDREN'S MUSEUM'S BIRTHDAY PARTY CONTRACT

PLAN B – BIRTHDAY BASH



1. In order to schedule a birthday party you must pay the amount in full. Once you book your party, you cannot upgrade or degrade your party plan. If you cancel your party, you will receive a refund of ½ your amount. If you do not show up for your party and have not cancelled at least 24 hours in advance you will not receive the ½ refund. **If you change the time or date of your party, there will be a \$50.00 transfer fee. A \$35.00 charge will be applied to all checks returned for insufficient funds.**
2. All guests must sign in when they arrive for your party. This includes parents and siblings of the birthday child. Children ages 1 to 15 sign in on the left side and adults 16 and up sign on the right side of the sheet. You will be charged accordingly for each child over the allowed 20 children in your party package.
3. Please arrive on time. We have other parties that may be scheduled before or after yours. Therefore, we cannot extend your time if you are late. You may arrive up to 30 minutes prior to your scheduled time in order to prepare for your party. (Your party room is not guaranteed to be 100% ready for you thirty minutes prior). The museum does not allow guests to use our freezer or refrigerator. They are for museum supplies only. You may bring an ice chest to keep items cold.
4. The Children's Museum has set aside designated party rooms. You may not change your party room location.
5. We would like to remind you that all food, drinks and other non-museum items must be kept inside the party rooms. **For safety reasons, we do not allow piñatas, party poppers, sparklers or confetti.** We ask that you give out party favors as your guests are leaving to make sure they are not left in the museum. Please do not hang any type of decorations on museum walls or ceilings. **You may decorate your party room's tables and chairs only.**
6. Please pay attention to the time. Our policy states you have a designated time in the party room (*this includes cleaning*). We recommend the following schedule to assure you receive the most of our facilities while adhering to our time policy: The first 30 minutes gives the children time to play while you greet your guests. The second 30 minutes should be set aside for cake and opening presents. By the end of your scheduled time all items must be removed from your party room. You and your guests may stay at the museum until 5 p.m. but will not be allowed to stay in the party room.
7. You are responsible for supplying the cake, candles, a serving utensil and items for the adults. This plan includes admission to the museum for 20 children, use of the party room for the designated time, party bags for the children, invitations, which you receive in advance to send out to the guests, one t-shirt for the birthday child, and punch and ice cream for the children only. (You will need to supply the drinks, ice cream and paper products for the adults.) In this plan, we decorate and clean up everything. All you do is serve the cake and enjoy the party.
8. **The museum's back door is not an entrance or exit and may not be used at any time.** You may park in the side alley to unload your party supplies; however, the alley cannot be blocked. It must remain clear at all times.
9. The museum will not guarantee all exhibits and/or ArtSpace will be available at the time of your party. Some exhibit areas will also be closed for programs. The Bubble Room closes at 4 p.m. and the ArtSpace closes at 4:30 p.m.
10. We want your party to be successful and fun for your guests. However, it is important to remember the following: **YOU ARE RESPONSIBLE FOR THE BEHAVIOR OF YOUR GUESTS. CHILDREN MUST BE ACCOMPANIED BY AN ADULT AT ALL TIMES. IF AT ANY TIME DURING YOUR PARTY YOU OR YOUR GUESTS ARE FOUND TO BE CONTINUALLY DISTURBING OTHER CUSTOMERS, YOU AND YOUR GUESTS WILL BE ASKED TO LEAVE THE MUSEUM. YOU WILL FORFEIT ANY REFUND AND WILL NOT BE ALLOWED TO BOOK PARTIES IN THE FUTURE.**

**I have read this contract, and I understand the terms of the plan I have selected.
I agree to and accept responsibility for all terms as outlined above.**

Parent Sign _____ Print _____ Date _____

Child's Name _____ Party Date _____ Party Begins _____ Party Ends _____

Parent Contact: Phone _____ Fax _____

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Date Booked _____ Booked By _____ Method of Payment _____ Paid \$ _____