



## DIY Birthday Party Contract

The museum agrees to provide the following for the birthday party:

- Museum admission for all guests.
- Private party room decorated with primary colored streamers/balloons for 2 hours.
- Museum staff to set-up and clean-up.

The person responsible for arranging the party agrees to the following:

1. The party base cost includes the birthday child and up to 15 children. If more than 16 children attend the party, a \$5 fee per additional child will be assessed.
2. The maximum number of people is **30** (adults and children combined)
3. The party host/ess may access the room 15 minutes prior to the start time. The room must be vacated within 15 minutes of the party end time to allow for clean-up and preparations for the next reservation. ***A fee of \$5 per minute will be charged for room use outside of these parameters.***
4. Party hosts are welcome to bring in food, as long as it requires no heating (no crock-pots or buffet warmers.)
5. No changes may be made to ceiling or wall decorations. Confetti and silly string are not allowed.
6. ***The birthday parent is responsible for all of the children's behavior. One adult is required for every 5 children.*** If there is unacceptable behavior that cannot be corrected, that parent will be asked to handle the situation by contacting the parents of the guest. Unacceptable behavior includes but is not limited to: foul or abusive language, running in the museum, injuring another museum visitor, disobeying museum personnel or damage to Museum property. All regular museum rules are in effect during the party, no running, use inside voice, share and take turns, and no food or drink allowed on the museum floor.
7. Museum personnel oversee the museum and the party room. The staff must approve any changes in the regular party procedure.