NCM Birthday Party Terms and Agreement Form

Please look over the information below and sign and submit the agreement when ready. The agreement must be submitted before your party. Digital Copies are acceptable.

Birthday Parties include:

- Party room for two hours.
- All-day Museum access for party guests (up to 25 guests).
- One free parking space in the Museum garage for the birthday family.
- One guest pass for each child attending to be used for a future visit.
- One Birthday Party Facilitator (staff member) to assist with set-up, take-down and the run of the party.

Arrival and Parking

- Party host will have 15 minutes before and 15 minutes after the party for set up and clean up.
- Parking is provided for party host family only.
- Parking for party guests is available in our garage at the usual price or in nearby lots.
- Members may park in the garage at the member rate.

Food, Drink, and Décor

- Food
  - Party host is welcome to bring food and nonalcoholic beverages for the party.
  - Our onsite café, Bean Sprouts, is available for catering. Please ask the Birthday Party Coordinator for more information.
  - Food may be delivered to the Museum; however, no outside caterers are permitted onsite to serve or prepare food. Please note we are a nut free facility.
  - No outside vendors are allowed to work on the premises.
  - Storage, refrigeration, and heating are not provided.
  - Party family will supply their own paper goods or utensils.
- Décor
  - The Museum provides limited birthday décor and a happy birthday message in the party room.
  - Party host is welcome to bring additional party decorations (no balloons or confetti) and set up within the 15-minute set up period.
- Prohibited Items:
  - Alcohol
  - Balloons
  - Confetti
  - Piñatas
  - Smash Cakes
  - Powered, open flame or heating equipment (excluding candles and lighter)
If any of these restrictions are not adhered to or the room is left extremely messy, a $50 clean-up fee will be charged.

Pricing and Guest Count

- Cost
  - Parties are $400 for up to 25 guests.
  - Each additional guest is $15.50, with a MAXIMUM of 50 guests.
  - Museum guest passes may not be used for birthday party attendees.

- Deposit
  - A $100 deposit is required to hold the party reservation.
  - Deposit is refundable with 14 or more days’ notice.
  - Payment may be made in person or over the phone and will apply towards the balance of the party.
  - Submitting a deposit is acknowledgment and agreement to birthday party terms within this document.
  - Final payment is due at the end of the party (at Welcome Desk).

- Guest Count
  - The party host agrees to provide an estimate guest count to the Museum’s Birthday Party Coordinator three (3) days prior to party date.
  - Members, adults, and children age one and over are included in the party count (excluding the birthday child).
- Children must be accompanied by an adult at all times.

Discounts

- Museum members receive $50 off the party cost.
- Military receives 10% off with valid ID.
- Discounts cannot be combined.

Birthday Party Facilitator

A Birthday Party Facilitator will be assigned to the birthday party to assist as follows:

- Meet birthday party family in the garage approximately 20 minutes prior to party start time (access to the Party Room is limited to 15 minutes prior to party start time).
- Provide a cart to transport any items to the Party Room for the family to set up.
- Greet guests, provide birthday stickers and direct guests to Party Place.
- Assist with keeping the timeline of the party on track, gathering guests for cake, final head count, distributing add-on self-guided activities, goody bags and guest passes, and final check out.
- Note:
  - The Birthday Party Facilitator is unable to provide guided tours, direct activities or manage the party.
  - The Birthday Party Facilitator may be required to take a mandatory 30-minute lunch break by law during the scheduled party. We do our best to avoid this scheduling but it may be unavoidable.

Party Date and Time
the new children's museum™

- Parties are scheduled in two (2) hour increments.
- Parties starting late (due to the birthday family) must adhere to the 2-hour time period so the Museum can accommodate the party afterward.

Cancellation/Change of Date
- Changing the date: three weeks’ notice is required.
- Cancelling the party:
  - 50% refund provided with at least 14 days’ notice.
  - No refunds will be given with less than 14 days’ notice.

Payment
- Full payment is due at the end of the party to be paid at the Welcome Desk.
- Museum accepts cash and credit cards. Checks are NOT accepted.

Party Add-Ons
- Party activities can be added for a flat-rate and non-refundable fee of $50 (paid after the party).
- Two-weeks’ notice is required to guarantee we will be able to add an activity.
- Only one activity is included per $50 fee.

Goody Bags
- Goody Bags can be purchased for $5 per bag.
- The total for the Goody bags will be charged on the day of the party at checkout.

Please also note that children must be accompanied by an adult at all times.

By signing below, the party host agrees to all the terms and conditions listed above.

Name _____________________________________________________

Date ____________________________________________________

Signature ________________________________________________