



## Birthday Party Request Form

First Choice Date of Party: \_\_\_\_\_ 2nd Choice Date \_\_\_\_\_

Requested Start Time: \_\_\_\_\_ End Time (Include clean up time): \_\_\_\_\_

Approx number of guests: Children \_\_\_\_\_ Adults \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age \_\_\_\_\_

Parent(s) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-mail \_\_\_\_\_

\*Please allow one week to confirm a volunteer for your party

### Contract Acknowledgement:

I understand that the terms defined in the birthday party contract were written with the intention to preserve the quality of the museum and to appreciate the value of CMBC volunteers. Therefore, I agree to adhere to the terms of this birthday party contract (See pages 2-3).

Signed \_\_\_\_\_ Date \_\_\_\_\_

### For Museum Use Only

**Party Fee: \$100 Regular or \$75 Member (Circle One)**

**Deposit: \$50**

**\*Deposit and Party Fee must both be collected at the time of booking!**

☐ Party Fee and Deposit collected by: \_\_\_\_\_ Total Collected: \_\_\_\_\_

Check / Credit / Cash (Circle one)

Payment Notes: \_\_\_\_\_

☐ Contract Acknowledgement Signed Date: \_\_\_\_\_

☐ Volunteer scheduled for party: \_\_\_\_\_

# of Children \_\_\_\_\_ # of Adults \_\_\_\_\_ Additional Time spent cleaning: \_\_\_\_\_

Duration of completed party \_\_\_\_\_ Additional Time Charges \_\_\_\_\_

☐ Deposit Returned \_\_\_\_\_ check/credit Date \_\_\_\_\_

Notes: \_\_\_\_\_

## CMBC Birthday Party Contract (Detach)

Birthday party for \_\_\_\_\_

Date of Party: \_\_\_\_\_ Time of Party: \_\_\_\_\_

Volunteer \_\_\_\_\_

### TERMS OF CONTRACT:

1. **PRICING:**

Deposit: \$50

Party Fee: \$100 for non-members, \$75 for members

\*Deposit AND Party fee must be paid at the time of booking.

2. **DEPOSIT:** The \$50 Deposit must be paid along with the party fee at the time of booking. The \$50 deposit is not included in the party fee.

3. **DEPOSIT RETURN:** Deposits will be returned within 2 weeks of party date under the following guidelines:

Occurrence	% of deposit returned
Completed party; no damages; clean	100%
Cancelled party (24 hr notice)	100%
Cancelled party (less than 24 hr notice)	50%
Completed Party: damages, excessive mess (more than 10 minutes of extra cleaning), or more than 30 minutes over arranged time.	0%

4. **DURATION OF PARTY:** The party fee covers a 2 hour timeframe which includes clean up time. Additional time can be arranged at \$25 per half hour if arranged ahead of time. You may arrive up to 30 minutes early to decorate with no additional fees. Parties that run over unexpectedly will receive 0% of deposit for up to 30 minutes. Parties that run over 30 minutes later than expected will be charged an additional \$25 per 15

minutes. *Tip: Plan to end your party 20 minutes early to allow for clean up time.*

5. **GUESTS:** The party fee covers admission for the birthday boy/girl and an unlimited number of guests.
6. **FOOD/DRINKS:** Food and drinks are permitted in the children's museum during birthday parties. Please keep food off the carpeted areas. *Tips: Choose food and drinks that are easy to clean up and will not stain the carpet. Remember to bring plates, utensils and napkins!*
7. **PAYMENT:** The deposit and party fee should be paid as early as possible (recommended 4 weeks before the party to allow time for volunteer confirmation and invitation delivery). Additional charges due to damages, excessive mess or time overage will be deducted from the deposit before it is returned. If charges exceed the deposit, the family will be billed.
8. **INJURY:** CMBC cannot be held responsible for any injuries that may occur. *Tip: be involved with the children while they are playing. Encourage safety and intended use of the exhibits at all times.*
9. **ALCOHOL, TOBACCO, etc.:** Alcohol, tobacco and prescription drugs are not permitted on the CMBC premises at any time.

#### **Acknowledgement:**

I understand that the terms defined in this contract were written with the intention to preserve the quality of the museum and to appreciate the value of CMBC volunteers. Therefore, I agree to adhere to the terms of this birthday party contract.