

CHILDREN'S ACTIVITY MUSEUM



EVENT/PARTY AGREEMENT

Scheduling Policy and Cost

The renter understands that one week prior to event/party the date and time need to be scheduled and approved by museum staff, the event/party agreement needs to be signed, and a 50% deposit must be paid at least three days prior to event/party. Deposit will be applied to total.

PLEASE NOTE: CAM is open to the public and will be during event/party. If renter is interested in hosting an event/party that is private the following rules, scheduling, and charges will apply.

1. Renter understands that there will be an additional charge of \$55.00 in addition to the party package amount.
2. Reservations need to be made a minimum of 4 weeks before the event/party.
3. The museum is only available for private parties/events during times that are not our normal operating hours.
4. A 50% deposit is still required. The deposit is not refundable if event/party is canceled less than seven (7) days prior to the event/party.

Additional Attendees Fee

- \$3.00 per extra child
- \$1.50 per extra adult

(Additional guest must be approved through museum prior to event/party. Please see birthday packages for guest totals.)

Cancellation Policy

The Children's Activity Museum (CAM) requires a five (5) day notice of cancellation. At this time the deposit will be refunded. If the renter doesn't show for scheduled event/party or gives notice less than five (5) days prior to event/party the deposit will not be refunded.

Food & Beverages

CAM allows food and beverages to be brought in as long as it is kept in the designated "food" areas. Under no exception will alcoholic beverages be allowed or consumed on museum premises.

Clean Up

The CAM will provide garbage receptacles and will remove bagged trash after the party. However, the renter is responsible for cleaning up after the event/party and ensuring that the play areas are clean and orderly when they leave.

The renter understands that if there are items that have been damaged from the event/party that they will be held liable and additional fees will be added. The renter also understands that if the facility is not left in the manner in which it was found a cleaning charge might be added.

PLEASE NOTE: CAM does not allow items to be stored past event/party time or overnight.

Decorations

The use of glitter, confetti, flower petals, potpourri, seeds, sparklers, and piñatas are prohibited in the CAM. The museum also doesn't allow the use of wire, staples, nails, tacks, glue, and similar items. The museum does allow the use of tape, and does require that all decorations put up by the renter will be removed after the event/party. If there are questions about what is allowed or may be permitted please ask the museum staff.

Museum Rules

The renter understands that they are solely responsible for the entire group of both children and adults. The renter also understands the museum rules and will ensure that attendees at the event/party will abide by them. The following rules apply:

- Adults/Chaperones must stay with the children and supervise them at all times
- Use indoor voices and walking feet
- Make sure that all items played with are returned to the proper location
- Be respectful of other people in the museum
- HAVE FUN!

I _____, have read the above information and understand my responsibilities and liabilities in renting the CAM. I also agree that all my questions have been answered thoroughly before I have signed the agreement.

Renter's Name: _____

Date: _____

Museum Staff: _____

Date: _____

CAM EVENT/PARTY PACKAGE

Includes:

- 1 ½ hours of play time at the museum
- Full use of the “Birthday Area” during that time, and 30 minutes prior to the party for setup
- Up to 15 children with one (1) adult for every four (4) children. The adults are required for safety and supervision
 - Please Note: a total of 19 people (15 children and 4 adults) will be included in birthday price. If additional adults or children will be attending additional fees will be applied.

FEES---\$50.00 members \$65.00 non-members

**Renter will provide his/her own cake, ice cream, beverages, utensils, table coverings and decorations, etc.

Children's Activity Museum

BIRTHDAY PARTY FORM

Date/Day of Week: _____

Time: _____

Parent/Guardian: _____

Child's Name/Age: _____

Address: _____

Contact Number: _____

Number Attending: _____

Price: _____ Deposit Paid: _____ Balance: _____

Contact: _____ Guest Number Confirmed: _____

