

Birthday Party Information

Have your Birthday here at the Naranjo Museum of Natural History!

Birthday parties at the museum include:

- Full use of our events room including flat-screens
- Full use of the museum and facilities
- Admission to the museum
- Seven 8 ft tables and 25-30 chairs.

Prices:

\$100 for up to 30 people (kids or adults) for 2 hours.

\$25 each additional hour up to 4 hours max

\$5 for each additional child or adult.

You must notify the museum if your party will exceed 36 people as this could conflict with fire code safety.

Picture of Events Room



Guided Tour of the Museum(add on)

Price: \$15.00

Give your party guest a guided tour of the Naranjo Museum by one of our qualified staff members. The tour guide will show you all the museum exhibits, answer any questions, and will give a deep look at the dinosaurs and artifacts.

Tours can last between 40mins-1hour. The additional price of the tour will be added to final cost due on day of birthday party.

Set up and Clean up

Note: To set up birthday party prior to designated time, please call and notify museum before hand. The events room must be cleaned no later than half an hour after your birthday party.

-Decorations can be hung using ticky-tack (DO NOT USE TAPE ON WALLS) on the walls under the condition that all ticky-tack be removed after party.

-The rooms should be left in the condition that they are found: this includes wiping down tables, setting tables back up in original formation, sweeping any food debris on floor, and taking out the trash.

-Food and beverages are allowed in the events room, but there is absolutely no food allowed in the main part of the museum.

Please ask assistance for: playing a DVD, changing the room temperature, needing cleaning supplies, any questions.

Reserving Your Party

Reservations must be made no later than 2 weeks (14 days) prior to birthday party. A \$50 deposit must be made upon reserving your birthday party along with a signed rental agreement form. The \$50 will be deducted from your balance. The rest of the balance can be paid the day of the birthday party, in order to get an accurate count of attendees. There is a \$25 processing fee for cancellations.



Rental Agreement Form

Event Information

Event Date: _____ Time: _____ to _____

Estimated number of attendees: _____

Will you be decorating? _____ yes _____ no

Will there be food? _____ yes _____ no

Will you be using the flat-screen tvs? ___ Yes ___ No (often used for background movies)

note: though you may have use of flat-screens, guests are not permitted to set them up/enter maintenance room, staff will put DVD on.

Would you like to add on a guided tour of the museum for \$15.00? ___ yes ___ no

Contact/Renter's Information:

Last Name: _____ First Name: _____

Phone Number: _____ email: _____

Mailing Address: _____

Renter Agreement:

Please submit following along with \$50 deposit when reserving your birthday party.

As a renter of the above area(s), I agree to treat the museum facilities with the utmost respect. I understand that all rental costs are non-refundable after event. I understand that there is a \$25 processing fee for cancellations.

I have read the information about Birthday Parties at the Naranjo Museum of Natural History and agree to the guidelines including cost, cleaning, and event room rules. I hold myself responsible for any damage occurred as a direct result of my party or caused by any member of my party guests.

I release the Naranjo Museum of Natural History, and its authorized staff and representative from all liability of any kind and character upon any claim, demand, or cause of action.

Renter's Signiture _____ Date _____

Thank you for choosing to have your event at the Naranjo Museum of Natural History!