

Naranjo Museum of Natural History

PARTY ROOM RENTAL

The Party Room at the Naranjo Museum is available for rent for any event or meeting. Guests have rented the room for: birthday parties, baby showers, company lunch meetings and Holiday parties.

Party Room Rental Includes:

- Full use of the museum party room
- (9) 8ftX1.5ft tables
- (20-30) Folding chairs
- Full access to museum facilities
- (2) flat screen tvs with hdmi hook up, dvd player.
- Museum admission for up to 30 guests.
- Time before and after rental time for setup and clean up



Party Room Rental Costs

- \$100 for two hours. (\$90 for museum members, \$75 for museum VIP members)
- \$50 per additional hour
- \$5 per additional guests over 30

Party Room Guidelines

- The renter is responsible for all guests of the party and their actions.
- The renter is responsible for leaving the party room in the same condition as it was found.
- The renter may be financial responsible for any damages as a result of the party or guests.
- Children must be accompanied and supervised by an adult when they are in the main museum area.
- All party guests are expected to treat the party room, exhibits and museum property with care and respect.
- Decorations may be hung with ticky-tack (mounting putty), NOT: thumb tacks or tape
- All ticky-tack (mounting putty) and decorations (that you brought) must be removed from the classroom.
- All trash must be taken from the classroom. (You may use trash bins behind the museum).
- Absolutely no food or drink may be taken outside of the classroom.
- All decorations including helium balloons must remain in the classroom.
- Both classroom doors must be remained CLOSED during the party, doors may only be blocked open during setup or clean up.
- Absolutely no alcohol is permitted on museum premises during operation hours.
- Setup for the party may be done up to 2 hours prior to your party time, but clean-up must be completed 30 minutes after party time.
- Guests are not permitted to use the metal cabinet or any contents inside, and are not permitted to enter the media closet.
- Regarding use of tvs: Staff can assist with dvd and hooking up your device to the hdmi cable, but museum staff are not responsible for setting up any sideshows/videos on your own device.
- Please ask assistance for the following: changing room temperature, setting up dvd or any questions regarding your rental.
- Party room is not available between the last two weekends in May and the first two weekends in August as the room is used for Naranjo Museum Summer Camps.

How to Reserve the Party Room

- Turn in a completed and signed rental agreement form along with FULL payment for rental.
- Rental forms can be emailed to veronica@naranjomuseum.org and payments made over the phone if you are not able to stop by the museum.
- There is a \$25 processing fee for cancellations.

PARTY ROOM RENTAL AGREEMENT FORM

Event Date: _____ Choose: __ Sat __ Sun __ Mon-Friday

Event Time: _____
(Must be between 11am-4pm on Monday-Saturday or between 2pm-4pm on Sunday)

Contact Information

Renter's Name: _____ Phone: _____

Email Address: _____

Rental Agreement

I, _____ (renter's printed name) have read and agree to abide by the Naranjo Museum party room guidelines. I understand that I am responsible for my guests and any damages caused as a result of my event. I understand that I may be financially responsible for any damages that occur as a result of my event or my guests. I understand that to reserve the room, this form must be turned in with the FULL cost of renting the party room. I understand and agree to pay a \$25 processing fee should I choose to cancel my reserved event. I release the Naranjo Museum of Natural History and its authorized staff and representatives from all liability of any kind and character upon any claim, demand or cause of action.

Renter's signature: _____ Date: _____

Thank you for choosing to rent the Naranjo Museum Party Room!