

Naranja Museum of Natural History

PARTY ROOM RENTAL

The Party Room at the Naranja Museum is available for rent for any event or meeting that is not affiliated with a political organization. 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 for the day.
- (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. (\$5 per additional guest)
- Time before and after rental time for setup and clean up
- Classroom can be rented any day of the week between 10am-5pm.



Party Room Rental Costs

- \$150 Saturday (10am-5pm)
- \$100 Sundays (1pm-5pm)
- \$100 Weekdays (10am-5pm)

Party Room Guidelines

- **NO MORE THAN 20-30 PEOPLE**, due to capacity limit of the party room.
- 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 removed from the classroom. (You may use trash bins behind the museum).
- No decorations should be attached to or hung on the sound absorption panels.
- Guests should not touch sound absorption panels.
- 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 can start anytime after the museum has opened for operational hours.
- All take-down of the party must be completed by 5pm.
- Guests are not permitted to use the metal cabinet or any contents inside, and are not permitted to enter the media closet.
- The TV classrooms are only available to show dvd movie, museum staff can set this up.
- Please ask assistance for the following: changing room temperature, setting up dvd or any questions regarding your rental.

How to Reserve the Party Room

- Turn in a completed and signed rental agreement form along with FULL payment for rental.
- Reservations must be placed no later than 2 weeks prior to date.
- **Rental forms can be emailed to info@naranjomuseum.org and payments made over the phone if you are not able to stop by the museum.**
- Cancellations: There is a \$25 processing fee for all cancellations. There is a \$75 processing fee for cancellations 10 days or less from party date.

PARTY ROOM RENTAL AGREEMENT FORM

Event Date: _____ Choose: ___ Saturday ___ 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 understand that if I cancel my event 10 days or less prior to event date, that there is a \$75 processing fee. 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!

Record of payment (office use only)

Date of Payment: _____ Time: _____ Amount: _____