

# Birthday Party Information

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

## Prices and Information for Indoor Party:

- \$200 for Friday (3p-6p)
- \$200 for Saturday (10a-1p) or (2p-5p)
- \$200 for Sundays (1p-4p)
- Wristbands for up to 30 guests (4yr and up)
- \$5 for each additional child(4+) or adult.
- Indoor parties include access to the museum and party room. The party room has tables and seating for up to 30 guests.
- You must notify the museum if your party will exceed 36 people as this could conflict with fire code safety.
- The Indoor Party Package DOES NOT include access to the playground.

## Set up and Clean up

- Note: Set up and clean up time is included in the available timeslot.
- Decorations can be hung using ticky-tack on the walls under the condition that all ticky-tack be removed after the party. (Do not use tape on the walls)
- 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. (Dumpsters are available for trash to be thrown in.)
- Food and beverages are allowed in the events room, but there is absolutely no food allowed in the main part of the museum. Notify staff immediately of any spills to avoid injuries.
- Please ask for assistance playing a DVD, changing the room temperature, and any cleaning supplies needed.

## Prices and Information for Outdoor Party:

- \$200 for Friday (3p-6p)
- \$200 for Saturday (10a-1p) or (2p-5p)
- \$200 for Sundays (1p-4p)
- Wristbands for up to 30 guests (4yr and up)
- \$5 for each additional child(4+) or adult.
- Outdoor parties include reservation for up to 5 picnic tables and access to the playground and museum. The indoor party room is not included in this package.
- Outdoor parties are allowed ONE weather reschedule as availability allows.
- Absolutely no food or beverages are allowed on the playground equipment.
- Set up and clean up time is included in the available time slot.

### **Prices and Information for Indoor AND Playground Party Room:**

- \$400 for Friday (3p-6p)
- \$400 for Saturday (10a-1p) or (2p-5p)
- \$400 for Sundays (1p-4p)
- Wristbands for up to 30 guests (4yr and up)
- \$5 for each additional child(4+) or adult.
- Indoor parties include access to the museum and party room. The party room has tables and seating for up to 30 guests.
- You must notify the museum if your party will exceed 36 people as this could conflict with fire code safety.
- The Indoor and playground Party Package DOES include access to the playground.

### **Set up and Clean up**

- Note: Set up and clean up time is included in the available timeslot.
- Decorations can be hung using ticky-tack on the walls under the condition that all ticky-tack be removed after the party. (Do not use tape on the walls)
- 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. (Dumpsters are available for trash to be thrown in.)
- Food and beverages are allowed in the events room, but there is absolutely no food allowed in the main part of the museum. Notify staff immediately of any spills to avoid injuries.
- Please ask for assistance playing a DVD, changing the room temperature, and any cleaning supplies needed.

### **Reserving Your Party**

Reservations must be made no later than 2 weeks (14 days) prior to the 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. There is a \$50 processing fee for cancellations. **If you choose to upgrade your Indoor Party Package to the Indoor/Outdoor Package on the day of your scheduled event, an additional fee of \$300 will apply.**

# Rental Agreement Form

## Event Information

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Party Package: \_\_\_\_\_

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 the maintenance room, staff will put DVDs on.

## Contact/Renter's Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

## Renter Agreement:

Please submit the following along with a \$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 the event. I understand that there is a \$50 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 Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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