

Party Date _____

Time _____

Party Package _____

The Children's Museum of the Highlands Birthday Party Contract

The museum agrees to provide the following for the birthday party:

1. the use of the museum, its exhibits and the birthday party room.
2. one employee to run the party (*Party parent is responsible for children and their behavior*)
3. paper supplies for refreshments including cups, plates, napkins and spoons
4. birthday crown and T –shirt for party child

_____, the person responsible for arranging the party agrees to the following.

- The party family and guests will arrive no earlier than 10 minutes before the scheduled time and stay no longer than 10 minutes after the scheduled ending time. The birthday parent must stay until all children are picked up and is responsible for ensuring that no children are forgotten.
- There will be no more than 20 children and 10 adults or a total of 30 people attending the party.
- There are no piñatas, confetti or balloons allowed at the birthday parties
- *The birthday parent is responsible for all of the children's behavior.* If there is unacceptable behavior that can not be corrected, that parent will be asked to handle the situation by contacting the parents of the guest. Unacceptable behavior includes but is not limited to: foul or abusive language, excessive running in the museum, injuring another museum visitor or disobeying museum personnel. All regular museum rules are in effect during the party, no running, use inside voice, share and take turns and no food or drink allowed on the museum floor.

The party is run in the following manner:

- The first hour, the children will play in the museum while supervised by the party parent.
- At the beginning of the second hour, the party group will be escorted into the party room. The presents will be opened and placed into a bag ready to go home. Refreshments will be served and the children will then have about 15 minutes left to play in the museum.
- Each party group (children and adults) will only go back into the party room once for food. If the party parent brings in food, it needs to be limited to cake, ice cream, drink and one snack food if desired. The focus of the party is on your child, their guests and playing in the museum. Please do not plan to offer additional food to adults that come with the children.
- Each package price is for 10 children (including siblings); over ten is a charge of \$4 per child up to a limit of 20 guests. The birthday parent will be charged \$4.00 per person for any adult over the 10 adult limit. A non-refundable deposit of \$30 is required to book the party.
- Museum personnel are in charge of the museum and the party room. The staff must approve any changes in the regular party procedure. (*Party parent is responsible for children and their behavior*)

Parents, please consider the timing of the party as you plan gifts for your child. If you bring quite a few gifts on top of what the guests bring, the children attending will tire of watching the presents get opened and sometimes create a disturbance. We recommend that you have your child open all or most of the family presents in your home, this will allow a more enjoyable party for your child and their guests.

Signed _____
Museum Representative

Birthday Parent

Our aim is for the birthday child and the family to have the best possible time in the museum. We do however; have a responsibility to all of our visitors to make sure they have an opportunity to enjoy the museum in a safe fashion. Thank you for your help, enjoy the party!