



<i>OFFICE USE ONLY:</i>
Day: _____
Date: _____
Time: _____
Rm #: <u>Lobby</u>

After-Hour Birthday Party Contract

Private evening birthday parties (“After-Hour Birthday Parties”) are available 5:30-7:30 PM Tuesday-Saturday year-round and Sundays between December 1 and March 31. After-Hour Birthday Parties cost \$475 for both Non-Members and Members for two hours for up to 50 total guests.

Host’s Full Name: _____ Member? Y/N

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Alternate Phone: _____

Email: _____ Yes, I'd like to receive email updates

Child’s Name: _____ Age: _____

Occasion if not a birthday: _____

Preferred Party Date: *Closed Mondays all year, closed Sundays Apr. 1-Nov. 30*

Alternate Party Date/s: _____

Party Time: After-hour parties are available 5:30-7:30 PM.

Party Pricing: \$475 for both Non-Members and Members for 2 hours and up to 50 total guests. The number of total guests includes adults and children ages 2 and up, both members and non-members, including the host family.

After-Hour Birthday Party Contract

Thank you for planning your party at Buckeye Imagination Museum! We want you to have a great experience. Below are our party conditions to help make your party a success. Please read thoroughly, initial each line, and sign and date the bottom. Your party will not be confirmed until we receive a copy of the completed contract.

Party Package

Included in your after-hour party package is a 2-hour private rental for up to 50 total guests. The number of total guests includes adults and children ages 2 and up, both members and non-members, including the host family. During your rental, you will have access to the first-floor lobby and exhibits.

_____ I understand that my party will be confirmed upon receipt of my balance, completed contract, and availability. The full balance must be paid at the time of booking.

_____ I understand that cancellations with less than a two-week notice are non-refundable.

Arrival & Set Up

_____ I understand my party is for two hours in the designated party space, including time for cleanup. A staff member/volunteer will be available to assist during set up, check in periodically, and help clean up afterward. I can ask for assistance as needed.

_____ I understand I may access the designated party space up to **30 minutes prior** to my party's scheduled start time. I will not have access to the space before that.

_____ I understand I must check-in at the front desk. A staff member/volunteer will show me to my designated party space.

_____ I understand I will only have access to the first floor of the museum and all guests must remain on the first-floor.

_____ I understand I will be provided with enough seating for the number of guests I have paid for, plus two additional tables for snacks/gifts.

_____ I understand I will not have access to kitchen facilities.

Guests

_____ I understand that pricing includes a maximum number of 50 total guests, and I understand that total includes adults and children ages 2 and up, both members and non-members, including the host family.

_____ I understand if I go over 50 guests, I will be charged regular admission for each guest I go over.

_____ I understand that all guests must check-in at the front desk upon arrival.

_____ I understand I must arrive with at least 1 adult for every 5 children; not doing so may result in us forfeiting our party reservation and being unable to enter/remain in the museum.

_____ I understand that "drop off" parties are prohibited.

_____ I understand that guests may play throughout the first floor of the museum, as long as the children are supervised at all times and adults are present.

_____ I understand that inappropriate conduct and/or language as determined at the discretion of staff will result in those guests being asked to leave the Museum.

_____ I understand that guests will be charged for the replacement of any items damaged. If guests do not treat exhibits or staff with respect, they will be asked to leave.

_____ I understand that guests must abide by Buckeye Imagination Museum's Rules of Play, and I can receive a copy of this policy from the front desk.

_____ I understand that guests must abide by the Buckeye Imagination Museum Sick Guest Policy, and I can receive a copy of this policy from the front desk.

Decorations & Entertainment

- _____ I understand tabletop/chair decorations and freestanding decorations are welcome, but nothing may be affixed to the walls. Balloons are welcome but must remain within the designated party space.
- _____ I understand that the following are not permitted: glitter, confetti, silly string, sparklers, pinatas, adhesives/hanging materials such as tape, glue, nails, tacks, etc.
- _____ I understand that outside entertainment is not permitted.

Food & Drink

- _____ I understand that any food or drink we provide must remain within the designated party room.
- _____ I understand that **no electrical appliances are permitted, including crockpots, chafers, and other warming/heating devices.** Coolers are permitted. Freezer space for ice cream is available upon request.
- _____ I understand I must provide my own tableware (plates, cups, napkins, utensils, tablecloths, etc.)
- _____ I understand alcohol is not permitted on the premises.

Departure & Clean Up

- _____ I understand I am responsible for removing all leftover food, favors, decorations, and miscellaneous items at the conclusion of the party. Buckeye Imagination Museum is responsible for removing trash bags, sweeping and mopping the floors, and disinfecting tables and chairs. We appreciate your help in leaving the party room as clean as possible. **Any cleaning by our staff beyond reasonable expectation as determined at the discretion of the staff will result in a \$50 fee.**
- _____ I understand that I have access to the party room for up to 2.5 hours, including set up and clean up. Our staff is available to assist. Please be ready to leave the party room at or before your scheduled time. **Late departure will result in a \$50 fee.**

Signature

- _____ By signing this contract, I am agreeing to the Buckeye Imagination Museum Media Release Policy, which states that Buckeye Imagination Museum reserves the right to use any photos and videos taken on the property of any and all guests associated with this event, and I waive all rights to those media. For the full policy, I can see the front desk.
- _____ I understand that Buckeye Imagination Museum believes in the safety of its patrons and staff at all times, and I agree to the Buckeye Imagination Museum Inclement Weather Policy which states:
 - Buckeye Imagination Museum will be closed if a level 2 or 3 snow emergency is issued.
 - Buckeye Imagination Museum reserves the right to close in anticipation of severe weather.
 - If there is a closing due to weather, there will be posts on Facebook announcing the museum’s closing.
 - If you have scheduled a special event, birthday party, or field trip that has been cancelled due to weather or other unforeseeable events, it will be rescheduled at a convenient date of your choice as the calendar will allow or you receive a full refund.
 - In the event of a cancellation, Buckeye Imagination Museum staff will contact you as soon as possible with the phone number on your event contract.
 - All other cancellations due to weather or unforeseeable events will be decided by the Executive Director.

PLAY AT YOUR OWN RISK

I have read and agree to the party conditions above and attest that all the information provided is accurate and truthful.

Printed Name: _____

Signature: _____ Date: _____