



OFFICE USE ONLY:	
Day:	_____
Date:	_____
Time:	_____
Rm #:	_____

**Birthday Party Contract**

Host's Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

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

Alternate Party Date/s: \_\_\_\_\_

**Preferred Time:**  10:00-12:00  10:30-12:30  11:00-1:00  1:00-3:00  1:30-3:30  2:00-4:00

*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. Ask for an After-Hour Birthday Party Contract if interested.*

**Party Pricing:**

Number of Party Guests (Ages 2 and up)	Member	Non-Member
Small Party Package: 0-14 people	\$150	\$200
Large Party Package: 15-30 people	\$200	\$250

**Please select party size:**  0 to 14 people  15 to 30 people

**Please select one of the following:**

- Non-Member
- Member *(Must show valid membership card with matching valid photo ID at time of booking)*
- Family DELUXE Member Party Certificate *(Must present certificate at time of booking)*
- Purchasing a Family DELUXE Membership: \$279
- Bid on Mansfield Certificate *(Must present certificate at time of booking)*



### 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 birthday party package is a 2-hour rental of an indoor private party room and unlimited playtime in the Museum during business hours on the day of the party for up to 14 total guests for the Small Party Package and up to 30 total guests for the Large Party Package. The number of total guests includes adults and children ages 2 and up, both members and non-members, including the host family. All guests ages 2 and up will receive a wristband that will allow them to come and go on the day of the party until closing time.

\_\_\_\_\_ 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 room, 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 room up to **15 minutes prior** to my party's scheduled start time.

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

\_\_\_\_\_ I understand I may not choose my party room; a designated party room will be assigned to me.

\_\_\_\_\_ 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 guests depending on the package I purchased, and that total includes adults and children ages 2 and up, both members and non-members, including the host family. To ensure a comfortable and manageable party, and in compliance with fire code, a maximum group size of 30 is allowed for parties. For parties of up to 14 guests: if you go over 14 total party guests, even by 1 guest, you will automatically jump to the next pricing tier and will be charged an additional \$50. For parties of up to 30 guests, each guest over 30 will be charged regular admission.

\_\_\_\_\_ I understand that all guests must check-in at the front desk upon arrival. All guests ages 2 and up will receive a wristband.

\_\_\_\_\_ 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 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 room.
- \_\_\_\_\_ 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 2 hours and 15 minutes, 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: \_\_\_\_\_