



## Private Rental Contract

Private rental pricing is based on the type of event, number of people, hours, etc.

What is your event for? \_\_\_\_\_

Organization/Party Name: \_\_\_\_\_

Contact's Full Name: \_\_\_\_\_

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

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

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

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

Estimated Number of Guests: \_\_\_\_\_ (please confirm 48 hours before event)

Preferred Date of Event: \_\_\_\_\_ Alternate Date/s \_\_\_\_\_

If possible, will you require time to set up for your event?  Yes  No

How much time do you need for set up? \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Do you plan to host entertainment?  Yes  No

If yes, please describe your entertainment: \_\_\_\_\_

Do you plan to sell tickets for your event?  Yes  No

Below is a list of extra amenities we can provide, **some at an additional cost (?)**. Please mark all boxes for the items you wish to borrow during your event:

Large Speaker with choice of cordless or corded microphone

Projector

*Continued on back*

## **Private Rental Contract**

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

### **Event Package**

\_\_\_\_\_ I understand that my event 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 event and the time of my event as negotiated is in the designated 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 space as negotiated. 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 space.

\_\_\_\_\_ I understand I will only have access to the chosen floors of the museum and all guests must remain on those floors.

\_\_\_\_\_ I understand I will not have access to kitchen facilities.

### **Guests**

\_\_\_\_\_ I understand if I go over the selected number of 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 event reservation and being unable to enter/remain in the museum.

\_\_\_\_\_ I understand that guests may play throughout the designated floors chosen within 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 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 unless previously approved.

## Private Rental Contract

### Food & Drink

\_\_\_\_\_ I understand that any food or drink we provide must remain within the designated space.

\_\_\_\_\_ I understand that **no electrical appliances are permitted, including crockpots, chafer stands, and other warming/heating devices** unless previously approved. 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 unless previously approved.

### 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 designated space as clean as possible. **Any cleaning by our staff beyond reasonable expectation as determined at the discretion of the staff will result in a \$100 fee per hour.**

\_\_\_\_\_ I understand that I have access to the designated space as negotiated, including set up and clean up. Our staff is available to assist. Please be ready to leave the designated space at your scheduled time. **Late departure will result in a \$100 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.

\_\_\_\_\_ By signing this contract, I am agreeing to abide by Buckeye Imagination Museum's Rules of Play. I agree to be responsible for any and all members and guests associated with this event in terms of liability and financial responsibility. For a copy of this policy, 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 event conditions above and attest that all the information provided is accurate and truthful.**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_