



## Birthday Party Agreement 2025

*Children's Museum of Discovery, herein referred to as: Museum*  
*Paying Customer, herein referred to as: Host*

1. Birthday Parties are booked on a first come, first served basis, and must be reserved at least three weeks in advance. Confirmation will be sent via email.
2. To hold your registration date, a non-refundable \$100 deposit is required. This deposit will be credited toward your full booking amount.
3. Payment for Birthday Parties is due at least 7 days prior to the party date. If payment is not received as scheduled, the party is subject to cancellation. Birthday party payments are non-refundable once paid. Museum staff are not allowed to accept gifts or tips.
4. Party add-ons are limited and must be purchased in advance.

Activity add-ons (\$90) must be purchased at least three weeks in advance and is subject to availability.

Additional parking (\$30) is limited to one per party and must be purchased at least 48 hours in advance.

Goodie Bags (\$8 per child) must be reserved at least two weeks in advance. A final count of goodie bags is due one week prior to the party. Any remaining bags on the day of the party will not be refunded.

5. Host must adhere to the classroom rental schedule and should not arrive more than 30 minutes in advance for party room set-up or stay in the classroom for more than the allotted 30-minute clean-up. The Museum reserves the right to charge \$25.00 per every 15 minutes outside of the allotted party set-up or clean-up times.

Example: If Host overstays 30 minutes after their allotted clean-up time, the Museum will charge Host \$50 (\$25 per 15 mins).

6. If Host arrives after the start of the party time, they forfeit that portion of their party. The party time will still end as scheduled.

Example: If the party is scheduled from 10 a.m. – 12 p.m. and Host arrives at 10:30 a.m., the party still ends at 12 p.m.



7. Museum equipment and/or furnishings may not be removed from the classroom or premises. Damage to Museum property may result in billing Host for replacement or repair of equipment, at the Museum's discretion.
8. Host is responsible for the conduct of their guests. Children must be chaperoned at all times. The Museum will not accept any liability for children not accompanied by a chaperone. Drop offs are not permitted and all parties must maintain a 1:3 adult to child ratio.
9. All children and adults must check in with the Front Desk before entering the reserved birthday party space and wear the wristband provided by the Museum.
10. The Birthday Party guest count includes all adults and children over the age of 12 months (excluding the Birthday child(ren)). If the guest count exceeds the tier chosen and paid for by Host at the time of booking, Host will be upgraded to the next tier and charged for the corresponding balance on the day of the event during checkout. Refunds will not be granted in the event the day-of guest attendance is lower than expected, as the tier the Birthday Party is booked in determines staffing and operating costs. Guest count changes must be made no later than 7 days prior to the event. Overall maximum guest count is 40 people and may not be exceeded.
11. The Host will be charged \$15 per guest for a count exceeding the maximum 40 guest capacity. The Museum reserves the right to deny entry to any additional guests beyond the 40 guest capacity.
12. If any guests of the party also have a Museum membership, complimentary admission passes, or any other discount, they will still be counted as a guest and added to the overall headcount.
13. Food and Beverages: No alcohol is permitted. Food and beverages must remain in the designated party space and may not be consumed in the Indoor Exhibit Hall or the Trudy Bronner Discovery Garden. The Museum is a peanut-free facility. No plug-in appliances or chafing dishes are allowed.
14. No outside entertainment, such as magicians, face painters, or clowns is allowed.
15. As environmental stewards, we do not allow balloons or confetti on our premises. Any balloons or confetti found will result in a penalty clean-up fee of \$60.00.
16. It is Host's responsibility to notify the guests that the Museum is at liberty to take photographs for marketing purposes during booked parties. If any guest wishes not to be



photographed, they must notify the Front Desk staff and wear a wristband.

17. In the event of inclement weather, an outdoor party may be rescheduled to a later available date.
18. In the event of a positive COVID-19 test or any flu-like symptoms exhibited in the party host or immediate family members, the party must be rescheduled to a later available date. Guests with symptoms are asked to stay home to prevent further infections.
19. The Museum is not responsible for any guests who may contract COVID-19 while visiting the Museum. Please note that the Museum is actively following all health and safety guidelines to prevent the spread of COVID-19.

\_\_\_\_\_ I, Host, have read the Birthday Party Agreement above and agree to the terms and conditions. I also agree to indemnify and hold harmless the Children's Museum of Discovery, Board of Directors, Children's Museum of Discovery Holdings, LLC; Linden Root Dickinson Foundation, and all employees and/or agents from all injuries, losses, damages, and liability occurring while renting/attending our Birthday Party at the Children's Museum of Discovery.

Name (printed): \_\_\_\_\_

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

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