



EVENING PARTY CONTRACT

Thank you for choosing the Children's Museum & Theatre of Maine for your party!

Please complete the following:

Child's Name

Age the Child is Turning

Party Date Desired

Time Desired

Party times MUST be confirmed with the Museum & Theatre.

We expect _____ children and _____ adults to attend our party.

Would you like to add a planned activity for your party guests for an additional \$25 fee?

No

Yes (check one below)

Face Painting

Tide Pool Touch Tank

Star Show

Camera Obscura Show (*weather*

and light permitting)

Please let us know about any special needs your child or other guests may have:

Please read the following rental terms before submitting your request.

Before you arrive:

FEES:

- There is a flat rate of \$350 for evening birthday parties. The fee includes 50 people exclusive access to all exhibits, and one staff member to supervise the event.
- Additional party attendees are \$10 each. Babies under 18 months are free.
- You may add an activity for an additional fee of \$25 (please indicate above).
- Members receive a 10% discount on the base price of the party (\$35 off an Evening Party).
- **A \$30.00 non-refundable deposit will be payable once your reservation has been confirmed. Please be advised that without your deposit, the room will not be guaranteed for you.**

All Evening Party celebrations are set up in the Dress Up Theatre.

While you are here:

SETUP:

- A tablecloth will be set up in the party room before you arrive.
- A rolling cart will be available for moving your items to and from the party room.

TIME:

- Please check in with the front desk on arrival. The Museum & Theatre is yours for the reserved 2-hour period, including set-up and clean-up. You will have access to the party room 15 minutes before the party starts. Additional access to the Museum & Theatre is not included with your rental.



CHAPERONES:

- A minimum of THREE adult chaperones are required. Please list them at the end of this form.
- Please assist children in observing these rules: respect for others at all times, indoor voices, and walking feet.

BEFORE YOU LEAVE:

- It is the responsibility of the party hosts to clean after the party: a trash bin and a broom are provided. Please take home or discard leftover food. We appreciate your assistance in leaving the room as you found it. If the party room is not cleaned, an additional fee of \$20.00 will be charged.

Other important information:

CANCELLATIONS:

- Please call (207) 828-1234 ext. 232, Monday through Friday am, and the front desk at (207) 828-1234 ext. 231 on Friday pm, Saturday and Sunday.

STAFF:

- A staff member will be present in the Museum & Theatre from set-up through clean-up and will be available to assist you if any issues arise, but will NOT stay with you in the party room during your party. Please go to the front desk if you require assistance.

CONFIRMATION:

- If all of the above information is acceptable, you are ready to submit your request. Please allow one business day for Museum & Theatre staff to confirm your reservation.
- The number to call with any inquiries is (207) 828-1234 ext. 232, Monday through Friday.

ALCOHOLIC BEVERAGES:

- Alcoholic beverages are not to be brought in or consumed on premises during children's parties.

Please complete the following:

Names of three adult chaperones:

- 1.
- 2.
- 3.

YOUR NAME:

DATE:

Email address:

Primary phone:

We ask for your email address so that we can send you a follow-up survey after your party. Thank you in advance for your participation.

Check here if you would like to receive occasional news, updates, and offers from the Children's Museum & Theatre of Maine.