



## PLAYFUL PARTY CONTRACT

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

### Please complete the following:

Child's Name \_\_\_\_\_ and Age \_\_\_\_\_  
Party Date Desired \_\_\_\_\_  
Time Desired \_\_\_\_\_

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     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 \$150 for Playful Parties in the birthday room.
- 20 total people are included in the flat rate.
- 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 (\$15.00 off a Playful Party).
- **A \$20.00 non-refundable deposit is payable once your reservation request is confirmed. Please be advised that without your deposit, the room will not be guaranteed for you.**

*The maximum number of people in the Birthday Room is 25. If you are interested in hosting a larger party, please inquire about the availability of a larger room.*

## 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 party room 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. It will not be possible to have additional access to the party room.**
- Everyone attending your party will need to sign in at the front desk.
- Children are allowed unlimited playtime, so you are welcome to arrive early or stay later than your reserved time (taking into consideration the Museum & Theatre's hours of operation).

### 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. This is to ensure the safety and enjoyment of all visitors to the Museum & Theatre.

### 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 828-1234 x232, Monday through Friday am, and the front desk at 828-1234 x231 on Friday pm, Saturday and Sunday.

### STAFF:

- A staff member will escort you to the party room upon arrival, but WILL NOT stay with you 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 application. Please allow one business day for Museum & Theatre staff to confirm your reservation.
- The number to call with any inquiries is 828-1234 x232

### ALCOHOLIC BEVERAGES:

- Alcoholic beverages are not to be brought in or consumed on premises when the Museum & Theatre is open to the general public.

### Please complete the following:

Names of three adult chaperones:

- 1.
- 2.
- 3.

**YOUR NAME:**

**DATE:**

Email address:

*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.