



Private Event Request Form

First Choice Date of Party: _____ 2nd Choice Date _____

Requested Start Time: _____ End Time (Include clean up time): _____

Approx number of guests: Children _____ Adults _____

Reason For Event: _____

Name: _____

Address: _____

Contact Phone Number: _____ E-mail _____

Contract Acknowledgement:

I understand that the terms defined in the birthday party contract were written with the intention to preserve the quality of the museum and to appreciate the value of CMBC volunteers. Therefore, I agree to adhere to the terms of this birthday party contract (See pages 2-3).

Signed _____ Date _____

For Museum Use Only

Party Fee: \$250 (first 25 people: \$5 per additional person)

Deposit: \$50

***Deposit and Party Fee must both be collected at the time of booking!**

Party Fee and Deposit collected by: _____ Total Collected: _____
Check / Credit / Cash (Circle one)

Payment Notes: (last 4 CC #) _____

Contract Acknowledgement Signed Date: _____

Volunteer scheduled for party: _____

of Children _____ # of Adults _____ Additional Time spent cleaning: _____

Duration of completed party _____ Additional Time Charges _____

Deposit Returned _____ check/credit Date _____

Notes: _____



CMBC Private Event Contract (Detach)

Birthday party for _____

Date of Party: _____ Time of Party: _____

Volunteer _____

TERMS OF CONTRACT:

1. PRICING:

Deposit: \$50

Party Fee: \$250

*Deposit AND Party fee must be paid at the time of booking.

2. DEPOSIT: The \$50 Deposit must be paid along with the party fee at the time of booking. The \$50 deposit is not included in the party fee.

3. DEPOSIT RETURN: Deposits will be returned within 2 weeks of party date under the following guidelines:

Occurrence	% of deposit returned
Completed party; no damages; clean	100%
Canceled party (72 hr notice)	100%
Canceled party (less than 72 hr notice)	0%
Completed Party: damages, excessive mess (more than 10 minutes of extra cleaning), or more than 30 minutes over arranged time.	0%

4. DURATION OF PARTY: The party fee covers a 2 hour timeframe which includes clean up time. Additional time can be arranged at \$100 per hour if arranged ahead of time. You may arrive up to 15 minutes early to decorate with no additional fees. Parties that run over unexpectedly will receive 0% of deposit for up to 30 minutes. Parties that run over



30 minutes later than expected will be charged an additional \$50 per 15 minutes. *Tip: Plan to end your party 20 minutes early to allow for clean up time.*

5. **GUESTS:** The party fee covers admission for the first 25 guests. Additional guests are \$5 per person.
6. **FOOD/DRINKS:** Food and drinks are permitted in the designated party room during parties. Please keep food off the carpeted areas. *Tips: Choose food and drinks that are easy to clean up and will not stain the carpet. Remember to bring plates, utensils and napkins!*
7. **PAYMENT:** The deposit and party fee should be paid as early as possible (recommended 4 weeks before the party to allow time for volunteer confirmation and invitation delivery). Additional charges due to damages, excessive mess or time overage will be deducted from the deposit before it is returned. If charges exceed the deposit, the family will be billed.
8. **INJURY:** CMBC cannot be held responsible for any injuries that may occur. *Tip: be involved with the children while they are playing. Encourage safety and intended use of the exhibits at all times.*
9. **ALCOHOL, TOBACCO, etc.:** Alcohol, tobacco and prescription drugs are not permitted on the CMBC premises at any time.

Acknowledgement:

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