

The New Children's Museum Birthday Party Terms and Agreement

The New Children's Museum is thrilled to celebrate your special day with you! As part of the Birthday Party package we will provide you:

- Party room for two hours
- All-day Museum access for party guests (up to 25 guests)
- One free parking space in the Museum garage for the birthday family
- One guest pass for each child attending to be used for a future visit

Please look over the information below and sign and submit the agreement when ready. The agreement must be submitted before your party. Digital Copies are acceptable.

Arrival and Parking

- Party host is aware they only have 15 minutes prior to party time for set up and 15 minutes to exit the room.
- The museum will provide one (1) free reserved parking space for the birthday party family in the underground parking garage located directly behind the museum.

Food, Drink, and Décor

- Alcohol is strictly prohibited.
- Our onsite café, Bean Sprouts, is available for catering. Please ask the Birthday Party Coordinator for more information.
- Smash cakes are not permitted.
- Party host is welcome to bring food and nonalcoholic beverages for the party.
- Food may be delivered to the Museum; however, no outside caterers are permitted onsite to serve or prepare food. Please ask about onsite catering if desired. Please note we are a nut free facility.
- Storage, refrigeration, and heating are not provided for any food or drink items.
- Sterno heaters/open flames (besides birthday candles) are prohibited.
- The Museum does not supply paper goods or utensils.
- The Museum provides limited birthday décor and a happy birthday message in the party room. Party host is welcome to bring additional party decorations (no balloons or confetti), but still only has 15 minutes for set up.
- Helium balloons are not permitted.
- Piñatas are not permitted.

Pricing and Guest Count

- A \$100 deposit is required to hold the party reservation. Payment may be made in person or over the phone and will apply towards the balance of the party on the day of
- Submitting a deposit is formal agreement to birthday party terms
- Parties are \$350 for up to 25 guests. Each additional guest is \$14, with a MAXIMUM of 50 guests.
- The party host agrees to provide an estimate guest count to the Museum's Birthday Party Coordinator three (3) days prior to party date
- Members, adults, and children age one and over are included in the party count
- Final payment will be taken at the Welcome Desk at the end of the party
- Museum guest passes may not be used for birthday party attendees.
- Children must be accompanied by an adult at all times

Discounts

- Museum members receive \$50 off the party cost
- Military receives 10% off with valid ID
- Discounts cannot be combined

Birthday Party Facilitator (Associate/Assistant)

- A Birthday Party Facilitator will be assigned to the birthday party to assist with the following:
- Meet birthday party family in the garage approximately 20 minutes prior to party start time (no more than 25 minutes early- but access to the Party Room is limited to 15 minutes prior to party start time).
- The Birthday Party Facilitator will provide a cart to transport any items for the party to the Party Room for the family to set up.
- The Birthday Party Facilitator will greet guests, provide birthday stickers and direct guests to Party Place.
- The Birthday Party Facilitator is available to assist with keeping the timeline of the party on track, gathering guests for cake, final head count, distributing add-on self-guided activities, goody bags and guest passes, and final check out.
- The Birthday Party Facilitator is not responsible for guided tours, directing activities or managing the overall party. Depending on schedules, the Birthday Party Facilitator may be required to take a mandatory 30 minute lunch break by law during the scheduled party. We do our best to avoid this scheduling but it may be unavoidable.

Party Date and Time

- The party host agrees that the party time is scheduled for a two (2) hour time slot
- If the party starts later than scheduled, it will not exceed the pre-determined end time. For example, if the party is scheduled for 10am-12pm but starts at 10:15am, the party will still end at 12pm unless it is at the fault of the Museum.

Cancellation/Change of Date

- At least three weeks' notice is required to change the party date
- Should you choose to cancel your registration, you must provide notice 14 days' notice prior to schedule birthday reservation date to receive a refund, less a 50% administrative fee. No refunds will be given within 14 days of birthday reservation date

Payment

- Full payment is due at the end of the party to be paid at the Welcome Desk.
- Museum accepts cash and credit cards. Checks are **NOT** accepted.

Party Add-Ons

- Party activities can be added for a flat-rate and **non-refundable** fee of \$50
- The \$50 fee must be paid at the time they are requested
- Two-weeks' notice is required to add on an activity
- The number of children expected must be given to the coordinator two weeks in advance
- Only one activity is included per \$50 fee



200 west island avenue
san diego, california 92101
thinkplaycreate.org
t 619 233 8792
f 619 233 8796

Goody Bags

- Goody Bags can be purchased for \$3 per bag
- The total for the Goody bags will be charged on the day of the party at checkout
- The number of children must be provided to the coordinator 1 week prior to the party
- One week notice is required to cancel the bags, if less than a weeks' notice is canceled there will be \$15 fee added to the price of the party.

Please also note that children must be accompanied by an adult at all times

By signing below, the party host agrees to all the terms and conditions listed above.

Name _____

Date _____

Signature _____