

## Standard Birthday Party Agreement

Thank You for Choosing Fascinate-U Children's Museum for Your Celebration!

We're thrilled to be a part of your child's special day. To ensure you have a fantastic time with your friends and family, this agreement includes important information and guidelines to help make your party a memorable success.

Please read over the entirety of the Standard Birthday Party Agreement - You will be asked to sign a copy of this agreement at check-in.

Please email [Alicia@fascinate-u.com](mailto:Alicia@fascinate-u.com) with any questions.

### Party Policies and Procedures

#### Birthday Party Package Includes

- 75 minute rental of our party room for up to 24 guests (including the birthday child and family, adults and children)
- Access to party room 30 Minutes prior to start time for set-up
- Babies under 1 are free
- All day admission for party guests
- Birthday Child's Name on Birthday and Welcome Board
- Special birthday button for birthday child & Admission pass for a future visit
- 20% off gift shop purchases for birthday party host family (day of party only)

\*Museum memberships are not valid towards party admission

#### Party Balance

The final balance is due the day of your party along with payment for any additional guests above the 24 included. To help manage attendance, you are welcome to provide a guest list to ensure you stay within the included admission. Please note that the party host is responsible for covering the admission cost for all additional guests unless a guest list is provided. If the final payment is not submitted by the due date, Fascinate-U Children's Museum reserves the right to charge a late fee of \$25 per week until the final balance is paid.

#### Cancellations

Cancellations are permitted with a minimum of one weeks' advance notice prior to the reserved party date. In such cases, the 50% deposit can be applied toward another party reservation, provided it is used within one year, or can be applied to a membership. Cancellations made after the one week advance notice prior to the reserved date will result in the forfeiture of all monies paid.

#### Arrival and Set Up

Your reservation allows you access to the room for set up and decorating 30 minutes prior to the scheduled time. When you arrive, please check-in at the front desk. A Fascinate-U team member will welcome your family and show you to the party room. To unload, we recommend parking in the driveway directly behind the Museum. You can leave your vehicle parked there for the duration of your party reservation, after the reservation time you will need to move the vehicle to a parking spot. Please note that we do not have space to hold or store items before or after the party. Due to scheduling, Fascinate-U

is unable to extend the time of the reservation. Upon arrival, guests should check in at the front desk to receive a wristband.

### Departure and Clean Up

You will have access to the party room for 75 minutes. This time includes clean-up and take-down. Please be ready to leave the room at the end of your scheduled time. **You will be charged an additional fee of \$25 for late departure.**

Please remove all leftover food, decorations, and miscellaneous items at the conclusion of the party. We appreciate your assistance in leaving the party room as clean as possible.

Fascinate-U Children's Museum is responsible for removing trash bags, sweeping and mopping floors, and disinfecting tables and chairs.

### Party Guests

The birthday party package includes up to 24 guests (including both adults and children). Once this limit is reached, for each additional guest, you will be charged the full Museum admission price. Our safety and security procedures require that all guests check in at the front desk before entering the Museum. Guests may arrive earlier than your scheduled party time to play in the Museum. Party guests will be given a wristband that will allow them to come and go with their child(ren) until closing time. On Saturdays, we are open from 10 AM - 5 PM, and on Sundays from 12 PM - 5 PM.

### Staff

A Fascinate-U team member will have the party room set up when you arrive and assist with checking in, you and your guests. Our team members will be available throughout your party. Please note that Fascinate-U team members do not serve food or drink, decorate, or provide entertainment.

### Food and Beverages

You may bring food or have it delivered to the Museum for your party. Food and beverages must remain in the party rooms. The party room has access to a sink, refrigerator with freezer and outlets. Party hosts are welcome to bring crockpots or coolers to keep food or drink warm or cool. Party hosts are responsible for bringing their own tableware: plates, cups, utensils, napkins, tablecloths etc. No alcohol is permitted on the premises.

The party room is set up with 3 6-foot tables lined up family style with 13 chairs surrounding the table with additional seating around the room. In addition, two large tables at the front of the room are set up for food and gifts, Fascinate-U does provide 1 table cloth for these tables, unless you request us not to.

### Entertainment

Please notify Fascinate-U via email at [alicia@fascinate-u.com](mailto:alicia@fascinate-u.com) in advance if you will be bringing outside entertainment. Performers must remain inside the party room.

### Furnishing and Decorations

Decorations such as balloons and party favors are welcome but must remain in the party room and not attached to the walls, windows, or ceiling. The party room has 3 sets of hooks that can be used to hang birthday banners. Please see below for a list of approved decorations.

**Groups are responsible for any and all damage to the facility, property, and equipment caused by actions that occur during the rental period.**

**You will be charged an automatic additional fee of \$75 for attaching anything to walls outside of the approved decoration hooks.**

| Approved Decorations                           | Prohibited Decorations          |
|--|---------------------------------|
| Balloons                                       | Confetti, Glitter, Silly String |
| Tabletop/Chair Decorations                     | Paint                           |
| Freestanding Decorations                       | Adhesive: Glue or Tape          |
| Banners (to be hung on preexisting hooks only) | Pinatas or Sparklers            |

#### Facility Use Participation and Behavior

Visitors must follow all Museum rules and behave responsibly to ensure a safe and enjoyable experience for everyone. All guests are expected to treat Fascinate-U's exhibits and other guests with respect. Disorderly or inappropriate conduct and/or language will result in those guests being asked to leave the Museum.

**Children must be supervised by a parent, guardian, or designated adult at all times.**

#### Assumption of Risk

I understand that participation in Museum activities, exhibits, and programs may involve inherent risks, including but not limited to minor injuries. I assume all risks associated with visiting the Museum and participating in its activities.

#### Liability Release

I agree to release, discharge, and hold harmless Fascinate-U Children's Museum, its employees, volunteers, agents, Officers, and Executive Director from any claims, damages, or liabilities arising from personal injury, property damage, or loss incurred during my visit, except in cases of gross negligence or willful misconduct by the Museum.

#### Personal Belongings

The Museum is not responsible for the loss, theft, or damage of personal belongings brought onto the premises.

#### Media Release

By visiting the Museum, I acknowledge that photographs or videos may be taken during my visit and may be used for promotional purposes. If I do not wish to appear in media, I will notify Museum staff upon arrival.

#### Signature Acknowledgment

By signing below, I confirm that I have read, understood, and agreed to the terms and conditions outlined in this agreement.

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

Name Printed: \_\_\_\_\_

QUESTIONS OR CONCERNS? Alicia Brown at 910 829-9171 [Alicia@fascinate-u.com](mailto:Alicia@fascinate-u.com)