

NIDO & MARIANA QUBEIN CHILDREN'S MUSEUM

Party Room Rental Agreement

The Nido and Mariana Qubein Children's Museum is honored to be celebrating your special event with you. In order to ensure all of our guests as well as the members of your party have a fun and safe visit, we require all parties agree to the following terms prior to your event. It is the responsibility of the party host to ensure all guests of your party understand and abide by these policies. Guests may be asked to leave if they do not adhere to these policies. We thank you for your commitment to ensuring our facilities are well cared for and all guests receive an excellent experience when they visit!

Financial Agreement:

- For \$450 plus tax (members receive 10% off), up to 30 guests (including all children, adults and museum members) receive 4 hours of play time at the museum.
 - Up to 15 additional guests may be added for \$13 per person
 - 1 adult for every 5 children is required
- A deposit of \$100 is due at the time of reservation.
- This deposit is non-refundable.
- By submitting a party room request, the host is agreeing to all policies outlined here and on the QubeinChildrensMuseum.org website.
- **The remaining balance must be paid at least two weeks prior to the reservation date.**
- A rescheduling fee of \$25 will be applied to any party rescheduled more than 2 weeks in advance
- Parties rescheduled within two weeks of a party date are subject to a \$50 rescheduling fee.
- Cancellations must be received at least two weeks prior to a party date to receive a refund less the \$100 non-refundable deposit.
- Cancellations within two weeks of a party date will not be given a refund.
- Change or cancellation requests must be submitted in writing to Party@qubeinchildrensmuseum.org.
- No refunds for unused tickets
- Payment may be made by credit card by calling 336-888-PLAY (7529)

Party Room Use:

- You will receive 1 hour in our party room during your 4 hour play session.
- Your room includes six tables measuring 96" x 30" with royal blue vinyl tablecloths and 8 yellow chairs per table.
- You may begin setting up no earlier than 20 minutes prior to your scheduled time, and all clean up must be completed within 20 minutes of your party's conclusion.
- Please be mindful that there will be other parties prior to and after your party.

- A museum Discovery Guide will help to clean the room at the conclusion of your hour while you break down and take items to your car.
- **Items you may bring into the party room:** Tabletop decorations (no wall decorations), party favors, birthday cake or cupcakes, snacks, cutlery.
- All food must fit onto one party cart which includes two shelves sized 45" x 25" . One cooler may also be brought in during the use of the room. All food other than the birthday cake or cupcakes must be commercially prepared or prepackaged. **There is no refrigerator or freezer available at any time.** Your full cart and cooler will be stored by a discovery guide until your party time. Light refreshments work best to allow for the most play time.
- **Items not allowed into the party room:** Confetti, silly string, glitter, pinatas, wall decorations of any kind, balloons, crock pots, sterno warmers or hot plates, open flames (other than brief birthday candles). Alcoholic beverages are not allowed.
- No outside entertainment or decorators.

Museum Policies:

- All museum policies listed on www.QubeinChildrensMuseum.org remain applicable to all party guests.
- **All children must be accompanied by an adult (18 years or older) at all times in the museum. This includes the birthday child and all guests.**
- All adults must be accompanied by children while exploring exhibits, as well.
- The adult reserving the room is required to stay at the museum until all children attending their party have a guardian with them at the museum and/or transportation from the museum.
- Museum exhibits, materials and property should be treated with care and respect so that all guests can enjoy it for many years to come.
- Guests are expected to follow all verbal and written directions by all Nido and Mariana Qubein Children's Museum staff, including health and safety policies. The Museum reserves the right to remove any person who refuses to comply with institutional policies.
- All guests must use their "walking feet." Running is discouraged in order to provide a safe, enjoyable experience for everyone.
- To prevent falls and injuries, no riding on shoulders is allowed.
- By entering our facility all guests consent to having the Museum use their image for marketing purposes. Guests wishing to not be photographed must notify staff upon entering.
- By hosting or attending a party at the Nido and Mariana Qubein Children's Museum the attendee assumes all risks incidental to the event whether occurring prior to, during, or subsequent to the actual conduct of the event, including (but not limited to) the danger of being injured by objects or others in attendance and agrees that management is not liable for injuries, expenses, claims, or liabilities, resulting from or related to such causes.

Arrival, play, and departure time:

- Your arrival time for your guests will be listed on your electronic invitation.
- Upon arrival, the reserving adult should check in at the party check in desk. The party check in desk will have the appropriate number of specialized party wristbands for each of your guests. The party attendant will remain at the desk to check in all of your guests as they arrive and give them a wristband using the guest list you provide.
- The party room start time will be listed on your guests' wristbands so that they know what time to make their way to the party room.
- Playtime for your guests is equivalent to a ticketed play session and lasts for 4 hours. Your departure time will also be listed on your electronic invitation.