

Party Agreement



Party logistics

We are delighted that you're holding your child's birthday party at The Discovery.

To ensure your satisfaction, please review the guidelines and complete the agreement below.

Party location: **ORANGE PARTY ROOM** **BLUE PARTY ROOM** **THE SHOP** **EXCLUSIVE PARTY** **PAJAMA PARTY**

Party date _____ Party time _____ Guest of honor _____ Age turning _____

Number of other children attending (including infants) _____ Number of adults _____

Party host name (print) _____ Phone number _____

E-mail address _____

Address _____ City _____ State _____ ZIP _____

Party additions

Add a convenience kit: **UP TO 30 PEOPLE \$30** **30-60 PEOPLE \$50** Color: **RED** **GREEN** **BLUE** **PINK**

Add face painting (please circle) **1-20 CHILDREN \$50** **\$3 PER ADDITIONAL CHILD**

Add a learning & fun activity – \$50.00 **YES** **NO** Activity: _____

Add an hour – \$75.00 during museum hours or \$150 before/after hours (please circle) **YES** **NO**

Add gift bags for party guests – \$4.50 each Quantity: _____ **AGE 3-5** **AGE 6-9** **AGE 10-16**

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS STATED IN THIS AGREEMENT.

Party host signature _____ Date _____

Fax completed agreement to **775-313-9897** or e-mail to **birthdayparties@nvdn.org**

Museum use only

Deposit paid \$ _____ Date _____ Method _____

Balance due on day of party \$ _____ Room assigned _____

Accepted by _____ Date _____

Party Agreement (continued)



Reservations, payment and cancellation

- A 50% non-refundable deposit is required to hold the date/time of your party.
- This agreement must be signed and returned prior to the start of your party.
- Once your party is booked we are unable to refund your deposit. If you reschedule before your original party date for a new date within one year (365 days), your deposit will transfer.
- Your party package is for a specific number of children and/or adults. For the safety of party guests and museum visitors, this is strictly enforced. _____
INITIAL HERE
- Final payment is due at the end of your party before you leave the party area.
- All of your guests are welcome to play at the museum the entire day of your party.

Paying by check: If paying by check, make checks payable to The Discovery. Mail to: Birthday Coordinator, The Discovery, 490 S. Center Street, Reno, NV 89501. Note: There will be a \$50 service fee for returned checks and your party will be subject to cancellation.

Party schedule

- Check in at the front desk. All hosts and guests will be required to sign in on a clipboard to ensure headcount of all party goers.
- Carts are available for your convenience.
- The birthday party room is yours from _____ to _____. _____
INITIAL HERE
- The party room is reserved for your party for the time outlined in this agreement. You are allowed 15 minutes of setup/load-in time prior to the time your party is scheduled to begin. You may incur an additional charge if you are not out of the room on time. _____
INITIAL HERE
- You are responsible for disposal of your trash (receptacles provided) and for removal of your decorations.
- The duration of the additional activity, if selected, will be approximately 20 minutes.
- No outside entertainment is permitted (ie. clowns, magicians, piñatas, character appearances, etc.)
- Please inquire about limitations for costume parties.
- We suggest you serve food and beverages after the activity in the birthday party room.
- If the party does not start within 30 minutes of the scheduled time it is considered canceled. No refunds. _____
INITIAL HERE

Food and beverages

- You are welcome to bring food and non-alcoholic beverages for your guests.
- Each room is equipped with a sink and refrigerator for your use during the party.
- Due to space limitations, we cannot store anything before or after your party.

Reminder: Food and beverages must stay in the party room.