



Party Reservation Agreement

Thank you for choosing the Santa Maria Valley Discovery Museum for your child's special day! We're looking forward to celebrating with your family. To make sure that your party runs smoothly, please read the following guidelines carefully and submit this reservation agreement along with your deposit.

All Parties include:

- Party space for 2 hours.
- Setup and cleanup.
- Staff Party Facilitator.
- Tableware (plates, napkins, and utensils).
- Tables, chairs, and table covers.
- Pizza and 8oz bottled water, CapriSun or Juiceboxes
- Special birthday gift for birthday child.

Add ons: can be added to your package for an additional price.

- Birthday cakes = \$30 -\$40 depending on the size of the party
- Take home activity bags = \$5 per child

Booking

- A \$50 non-refundable deposit is due when booking the party to secure your reservation. Please be advised that without a deposit, parties cannot be held or reserved.

Event Time

- The party space will be available to you for two (2) hours.
- Guests who arrive before the start time of your party will not be admitted to the museum.
- All guests must check in at the front desk upon arrival.

Setup/Cleanup Time

- Please arrive no more than 20 minutes prior to your party start time for any additional setup.
- Cleanup of the party area will begin promptly at the end of your scheduled party.

Gifts

- In order to maximize play time in the museum, we recommend that gifts be taken home to open. We can provide a wagon for gifts to be placed in during the party. Due to the time allotted for the party area, if you decided to open presents during the party, we ask that all gifts be opened by half way through your party. In our experience, this always takes longer than expected.

Decorations and Tableware

- Tableware (plates, napkins, and utensils) will be provided for the number of children in your party. You are responsible for any additional tableware that is needed.
- Additional outside decorations are welcome as long as they are setup no more than 20 minutes before your scheduled start time.

Please Initial: _____

Final Count and Payment

- Any additional guests that attend your party above the number of children included in your package will be charged an additional fee of \$10.00 per person.
- Every child guest in your party must be accompanied by at least 1 adult, 2 maximum. If additional adults attend the party they will be charged \$7.00 per person.
- The remaining balance must be paid one day prior to the start of your party.

Party Area

- The tables for your party are standard, rectangular 6 ft. tables. You will be given 2 youth tables, one counter top and or up to 2 adult tables depending on which party is booked.
- Tables will be set with tablecloths and tableware prior to the start of your scheduled party.
- We set tables for the child guests only, with additional seating on the perimeter for adults.

Food and Non-Alcoholic Beverages

- In addition to the food and beverages included in your party package, you are able to provide your own food and non-alcoholic beverages for the party.
- No food or drink outside the designated party area.
- No hot pots, open flames, or warming trays.
- No glass.

Rules

- The Santa Maria Valley Discovery Museum is a public building. All visitors deserve respect and the opportunity to enjoy the exhibits in a fun and peaceful environment. If your group is asked multiple times to follow the rules but fail to do so, your group may be asked to leave.
- Children must be supervised by an adult at all times.
- For your safety, we ask that you walk, not run, at all times.
- Please be gentle with the exhibits and clean up each area after you enjoy using it.

Please Initial: _____

I, _____, acknowledge that I have read and agreed to the party guidelines provided by the Santa Maria Valley Discovery Museum.

Thank you for booking your party at the Discovery Museum. We look forward to celebrating with you!