



## 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, cups, napkins, and utensils)
- Tables, chairs, and table covers
- Pizza and lemonade, fruit punch, or water
- All-day access to the museum after the party
- "\$2 off" passes for each child's next visit
- Museum T-shirt for birthday child
- Birthday cakes can be added to your package for an additional price

### Makerspace Party:

- **Due to staffing and materials needs, families must book a maker party to use the Makerspace.**
- Includes staff-facilitated party activities, use of the Makerspace, and everything included with regular party packages
- Patrons can choose 1 of 4 party themes: Toylab, Fabriccreate, Build-a-Bot, and It's pARTy Time
- You must choose your party theme at least 1 week before your party
- No food or drink allowed near any Makerspace equipment
- If Makerspace tools or equipment break, or if any accidents occur, please let the staff know immediately
- The Discovery Museum is not responsible for any injuries caused by improper use of equipment
- **Upon arrival, all attending adults must read and sign the Makerspace Safety Waiver**

### 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 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

Please Initial: \_\_\_\_\_

## Gifts

- Due to the time allotted for the party area, 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, cups, 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

## Final Count and Payment

- In the event you have more children than included in your package, each additional child will be charged a 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 before the start of your party

## Party Area

- The tables for your party are standard, rectangular 6 ft. tables. You will be given 4 or 5 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!