



Party Contract

Staff Only:
Name of Staff: _____
Date Scheduled: _____
Date Confirmed: _____

Birthday Party Information

Parent's Name: _____

Child's Name: _____ Child's Age: _____ D.O.B. _____

Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone Number: (_____) _____ Cell Phone Number: (_____) _____

Best Time to Contact: _____

Event Date: _____ Event Time: _____

Museum Member: Yes No **Membership Type:** _____/Office Verification: _____

of Children Expected: (Estimate) _____ # of Adults Expected: _____

(Limit 36 per seating) (Limit 54 per seating)

Member Price: **\$8/child, \$4/adult**

Non-Member Price: **\$10/child, \$5/adult**

*No charge for children under the age of 12 months

MEMBERSHIP BENEFITS ARE NOT APPLICABLE FOR ADMISSION FOR BIRTHDAY PARTY GUESTS

Birthday Package Options: Circle off all that apply

- Yes/No Face Painting (maximum 1 hour) \$25
- Yes/No Slime activity (maximum 30 minutes) \$25
- Yes/No Snake activity (maximum 30 minutes) \$25
- Yes/No Wednesday-Saturday ONE Extra Hour (if available) \$100
- Yes/No Sunday TWO Extra Hours minimum (if available) \$200
- Yes/No Access to Imaginarium Ice Chest (provided free of charge)

Included: Birthday buddy host/hostess and party greeter to assist you with your planned activities plus 2 hours use of our Party Zone, use of our piñata area, and help to set up for your birthday party!

We appreciate you choosing the Imaginarium of South Texas for your birthday party celebration!

I hereby release the Imaginarium of South Texas and take full responsibility from any liability resulting from incidents involving any party children or adults which are not the cause of negligence on the part of the Imaginarium of South Texas staff and volunteers. I have read, understood and agree to abide by all that is present in this contract. I acknowledge receipt of a copy of the party rules and regulations which outline specifications set forth by the Imaginarium of South Texas.

Initials: _____

Party hosts are allowed to come in 1 hour before the party is scheduled to begin decoration or to drop off supplies. Please limit the number of guests who arrive early to help with decoration to 5 or less.

Initials: _____

I understand that Membership Benefits are NOT applicable for admission for Birthday Party Guests.

Initials: _____

With my signature, I affirm that I am the party host. With my signature, if I claim the member price benefit, I affirm that the party child is also a member under my membership, and I have the right to claim this benefit.

Customer signature: _____

Print Name: _____ Date: _____

PARTY RULES AND REGULATIONS

RESERVATIONS: All reservations and arrangements for the use of Museum facilities must be made two weeks in advance. Party reservations will be confirmed with the completion of this contract, a **\$100 deposit** and the signature of the adult hosting the party. Deposit is deducted from the **total balance** the day of the party. **Deposits for canceled parties are non-refundable. Deposits are transferable to another open date with two weeks advance notice.** Party hosts are given two opportunities to change date based on availability.

Initials: _____

Parties are available for scheduling five days a week. Accommodations for different party times can be made depending on the Museum schedule and with authorization from administration. Parties are scheduled for 2 hours. If the party exceed thirty (30) minutes past the hour in which the party is scheduled to be completed, you will be charged for the extra hour (\$100). Parties will finish at the time stated on the contract, regardless of the time the party host or guests arrive. If a scheduled extra hour is not desired after reservation is made, please call within 2 weeks of party date to cancel the hour. **Otherwise, Museum staff is required to charge the fee (\$100) on the day of the party.**

Initials: _____

Guests are welcome to bring in a clown or any other character for the party. **Outside sound systems are not allowed in the Museum.**

Initials: _____

PARTY DAY: Museum employees are trained to follow a suggested schedule to better serve you. Party Hosts may come in 1 hour before the party is scheduled to begin decorating. Party guests will not be admitted to the party until 15 minutes before the party is scheduled to begin. Otherwise, regular admission fees will apply.

Initials: _____

The back door to the Museum may be used for loading and unloading party supplies **ONLY**, as per Fire Code and mall regulations. **Party guests are not allowed to exit through the back door under any circumstances.** All party guests must enter through the front door in the mall and sign in at the front counter.

Initials: _____

The Imaginarium of South Texas will not provide or allow extra tables and chairs in the party area. If the number of guests exceeds the limit set forth by the Imaginarium of South Texas, staff may not accommodate space for eating or sitting. As per the Laredo Fire & Safety Hazard rules, the Imaginarium of South Texas is required to set a limit on the number of tables and chairs authorized to be in the party area without compromising the safety of our guests. Under no circumstances may the Imaginarium of South Texas staff or guests add tables or chairs to the party area.

Initials: _____

All food must remain in the designated area. No food is permitted outside the party area. Any food found outside area will be thrown away. **As per the Laredo Health Department, all food must be purchased from a licensed vendor- including all cakes, snacks, and candies.** The Imaginarium recommends that you bring a receipt for all food at your party in the event that the Health Department checks your party. All food sitting out for more than 30 minutes will be thrown away to prevent food poisoning. **For safety reasons, no gas propane tanks, generators, or any piece of equipment that can compromise the safety of our guests will not be allowed into the Imaginarium. The Imaginarium of South Texas reserves the right to decide what piece of equipment may pose a safety issue.**

Initials: _____

PARTY FEES:

Members pay \$8 per child and \$4 per adult.
Non-Members pay \$10 per child and \$5 per adult.

There is a minimum charge of 15 children for all parties. All persons attending the party will be charged, including parents and siblings except the birthday child. Uninvited children are the responsibility of the parent Party Host/Hostess. Please specify on your invitation if you wish to restrict your guest list. Supervision of party guests is a shared responsibility between Museum Staff and Party Hosts. **Please settle party contract total at least 15 minutes prior to the end of your Birthday Party.** Initials: _____

IMPORTANT INFORMATION – SUPERVISION AND RESPONSIBILITIES:

All museum visitors are responsible for the supervision of their own children. Adults attending parties must accompany their children *AT ALL TIMES*. Parents are responsible for their children *AT ALL TIMES*. Parents are asked to stay with their children until the party is over. Adults must stay inside the Museum at all times. **Parents who drop off their children for a drop-off only party must drop off their children with the Parent Party Host/Hostess. During drop-off parties, the Parent Party Host/Hostess is responsible for all children attending the party. We recommend a 10 to 1 ratio of adults to children during drop-off parties to ensure the safety of attending children.** Museum Staff serve as greeters and assist Party Hosts. Ultimately, **care of ALL party guests is the responsibility of the parent Party Host/Hostess.**

Initials: _____

The Imaginarium of South Texas takes pride in providing great service without compromising the safety of our guests. Certain restrictions are placed to ensure the safety of the children. Below are some items that are prohibited in the museum, but are not limited to:

- Outside tables and/or chairs
- Silly String
- Inflatable toys
- No taping or thumbtacking on walls
- Toy guns/rifles
- Sharp pointy objects/toys
- Helium tanks
- Sound systems
- Alcoholic beverages
- Gas propane tanks

Disregarding this notice may result in confiscation of your items. If you are unsure of a particular item, ask a Museum manager to avoid any disturbance to your party. Initials: _____

The Imaginarium of South Texas is not responsible for any lost or stolen items. Initials: _____

I hereby release the Imaginarium of South Texas and take full responsibility from any liability resulting from incidents involving any party children or adults which are not the case of negligence on the party of the Imaginarium of South Texas Staff and Volunteers. I have read, understood, and agree to abide by all that is present in this contract.

Signature of parent: _____ Date: _____

CONTRACT IS SUBJECT TO CHANGE. Employee Initials: _____ Date: _____

AREA ONLY FOR IMAGINARIUM OF SOUTH TEXAS STAFF

Deposit for (Name): _____
Date received: _____ By (Employee Initials): _____ Amount Received: _____

Section must be filled out the day of the party:

PARTY DATE: Month _____ Day _____ Year _____

Please remember to include parents and siblings in this count.

Children: _____ @ \$ _____ each Adults: _____ @ \$ _____ each

Options/Extras:

_____ New Membership _____

_____ Extra hour Wed-Sat @ \$100

_____ Extra two hours Sunday @ \$200

_____ Face Painting @ \$25

_____ Slime/Snake Activity @ \$25

Total Children: \$ _____
Total Adults: \$ _____
Total Extras: \$ _____
SUB-TOTAL: \$ _____

Party Subtotal: \$ _____ Minus Deposit \$ _____ Tax Amount: \$ _____

Total Paid \$ _____

Cash Check # _____ Credit Card (*circle one*: MC, VISA, AMEX, DISCOVER)

Has Guest received a Party Gift? Yes No (Reason?) _____

Staff Member Name: _____

Date Payment Received: _____