



BIRTHDAY PARTY RESERVATION FORM

Please note: This form does not constitute a reservation. This is a request ONLY, as birthday parties are booked based on availability. A staff member will call or email you within 48 hours and will make every effort to accommodate your preferred choice. After the party date and time is agreed upon, a \$50 non-refundable deposit is required to secure that date and time. Final payment is due the day of the event. Parties MUST be booked 12 days prior to the event. Should your party extend past the allotted time, SCCM reserves the right to charge an additional \$30 for every 15 minutes.

CONTACT INFORMATION

Name _____ Date _____

Mailing Address

Phone _____ Email _____

Birthday Child's Name _____ D.O.B. _____

DATE/TIME OF PARTY: Preferred _____ 2nd Choice _____

[] 10 - 12 [] 11 - 1 [] 12 - 2 [] 1 - 3 [] 2 - 4 [] _____

FEES include:

- *Use of private party space for 2-hrs for 30 guests (plus 30 minutes for set-up) & all day museum play until close. Max capacity is 40 people for business hours parties. \$8 per additional person.
*Party tables with seating. You provide all food, drinks, paper goods, decorations, etc.
*Children under 1 are free.
*Museum staff will oversee the needs of party guests and assist with clean-up.

- [] Weekday Fee: \$280
[] Weekday Before/After Hours Fee: \$360
[] Weekend Fee: \$360
[] Weekend Before/After Hours Fee: \$540
[] Extended Party Time: \$120/per hour during biz hours \$240/per hour before/after hours

For Office Use [] Deposit Received
Date Received: _____ By: _____
Date Scheduled: _____ By: _____