



Birthday Party Agreement Form

We appreciate you choosing The Health Museum for your child's birthday party celebration! Our hope is that the party will be both memorable and entertaining. To help ensure the best possible experience, we ask you to adhere to the policies below.

A Birthday Party Coordinator will host the party for the scheduled two hours. During the scheduled party, the time allotted will be divided to best accommodate the schedule for activities and refreshments.

Reservations: All birthday parties are booked on a first-come, first-served basis. To secure a date, a signed birthday party contract with a \$50 non-refundable deposit is required no later than 10 business days prior to the date of the requested party. The date is not confirmed until you have received a written confirmation from the Museum and your payment and contract have been received. To be considered a birthday party, a reservation for at least fifteen (15) children must be made. Children ages 3 to 12 are included in the party count. Children 2 years of age and younger are not included in the party count. If the party arrives for the reservation with less than the reserved number of children, you will still be responsible for the party package reserved.

Only parties that are pre-booked and scheduled are allowed in the museum. The Museum's space is limited, so all birthday parties must be planned and cannot be conducted with a general admission fee. All Birthday Party Packages, *DeBakey Cell Lab* Parties, and C-STEM Birthday Party Experience are scheduled for 2 hours. If a *DeBakey Cell Lab* party is combined with a C-STEM Birthday Party Experience, the party will be scheduled for 3 hours.

Parties can be scheduled during the following days and times (pending availability):

- 11:00 am – 3:00 pm **Saturdays**
- 1:00 pm – 3:00 pm **Sundays**

Parties may not be scheduled after 3pm. All attendees must depart from museum at 5pm.

Parties may not be scheduled on the following holidays:

- New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day

Learning Center- Basic party package includes:

- Museum general admission for parents and all-party guests
- Individualized guided tour of the Museum
- Movie in the McGovern Theater
- Birthday Party Attendant
- Party space rental for two hours- 30-minute set up- 30-minute break down. Three-hour total.
- Balloon centerpieces, colorful plastic overlays.
- Flat Screen for movies (client provides movie)

***Note: The reservation date may include other groups
(Example: Boy/Girl Scouts groups and general public) visiting the Museum.***

Pricing:

Museum members save \$50.00 on all basic party packages!

Basic Party Packages PRICES:* Learning Centers.

Includes tables, chairs, balloon centerpieces, and plastic table coverings. Flat screen (guest provides movie of choice)

Party Package A: Up to 15 children- \$450 non-member/ \$400 member

Party Package B: Up to 25 children - \$500 non-member/\$450 member

Party Package C: up to 35 children - \$550 non-members/\$500 member

DeBakey Cell Lab Package PRICES:** Children 7 years and older

Party Package: \$450.00 Up to 15 children

\$550.00 Up to 25 children

\$750.00 Over 25 Children (30 max)

PARTY ADD-ONS:

- Additional 30 minutes - \$50.00
- Additional Birthday Party Child for Basic Party Package - \$5.00
- Hosted Parking for Party Guests - \$5.00 per car.
- Happy Birthday (Child's name) on the Marquis – Double sided (\$25.00 per side)
- 36" Giant Confetti balloons-(order in advance) \$10.00 per balloon
- Social Media Heart selfies station props. Hats, glasses, Emojis, Prop sticks (\$25.00) "Yours to keep!"
- Healthy Goodie Bags \$4ea. Includes: puzzle, THM pencil, nose sharpener, syringe pen.
- Custom Goodie Bags available. books, games, stuffed microbes, t-shirts and more. Pricing will vary. Advance order required.

Payment:

A credit card on file is required for all events- even if paying by check.

Payment can be made with a debit/credit card or check. All balances must be paid three days prior to event. All payments are handled with The Special Events Manager. Checks should be made out to "The Health Museum", with date of event listed in memo.

Cancellation Policy: Failure to Show Up Policy:

A Cancellation fee of \$50.00 applies (non-refundable deposit). All cancellations must be received in writing by mail or e-mail within 10 business days prior to the date of the birthday party ("Event").

- Partial refunds, excluding the deposit amount or cancellation fee, will be issued if the cancellation is made by the patron within at least 10 business days prior to the Event. Cancellations made after 10 business days prior to the Event will be billed the full contracted amount.
- All cancellations prior to 2 weeks of the Event will be provided a credit for up to 6 months from date of Event should a request be made in writing for the Event to be rescheduled.
- In the event of an emergency closing or inclement weather causing the Event to be cancelled due to unsafe conditions, patrons will be given the option to reschedule or receive a full refund.

- If The Health Museum cancels the Event, a full refund will be issued.
- Should your group not show up at date and time of scheduled event. Payment type on file will be charged for total balance due.

If you have scheduled a party and do not show up at the scheduled time, your credit card will be charged for the entire party package price that was in your confirmation letter.

Parking Policy:

Hosted Parking is available at the Museum's surface lot for a special reduced price of \$5 per vehicle for Birthday Party Patrons. Party guest/ Museum visitors can pay for parking upon Museum entry or exit at the Admissions Desk for \$5 per vehicle. Please make your guests aware of this information. Please plan accordingly for guest parking. If hosted parking, parking will be charged post event credit card on file.

Arrival and Departure Times:

It is suggested that you arrive **15 to 30** minutes prior to the beginning of the scheduled party to allow time for set up. The Birthday Party Attendant will give you access to the party area. If needed, a museum cart is available to unload supplies from your vehicle. The Birthday Party Attendant is not responsible for unloading or loading your vehicle after the party. The party space is only accessible for the scheduled time of the party. Due to the possibility of multiple parties being scheduled on the same day, you are asked to arrive and vacate the party area as scheduled. *If your time frame exceeds the scheduled hours, a \$50.00 per half-hour fee will be added to your final payment that will be due at the completion of the party.*

Decorations:

Party packages include: Museum balloon centerpieces, colorful plastic table overlays and area set-up consisting of the following: two 6' rectangle tables for food and gifts and chairs. 48" roundtables with 5 chairs each for the birthday party guests.

You are welcome to bring additional decorations and parents are welcome to attend. Please do not bring silly string and confetti. To protect museum surfaces, tape, staples, tacks, pins, sticky tack or glue, are not permitted on the walls or ceilings of museum. In the event of residue left on museum surfaces, an additional \$100 Clean-Up Fee will be added to your final bill if museum property requires additional cleaning.

Helium Balloons: May not be brought in. The Health Museum will provide helium filled latex balloons. If you have special/decorative balloons you would like blown up, The Museum can inflate the balloons. (\$5.00 per balloon)

Piñata's

ONLY- Piñata on a pull string is allowed.

Refreshments:

You are welcome to bring cake and refreshments for your party guests. The Museum does not provide a birthday cake and refreshments. Refreshments are only allowed in the designated party area. Please come prepared to serve your party. The Museum does not supply utensils, napkins, plates, candles, etc. and does not have access to ice/refrigeration, so please bring your own coolers. Alcohol is not permitted. If food will be delivered to the Museum prior to your party, please inform the Birthday Party Attendant of the expected delivery time. The Birthday Party Attendant will notify the Admissions Desk of the expected delivery time.

Outside entertainment:

Should you choose to bring outside entertainment, a \$50 Museum Fee is applicable. The entertainment must be pre-approved by the Museum. No live animals are allowed, unless they are service animals.

Chaperones:

Parent/Chaperone supervision during the birthday party is required. Children are not permitted in the Museum's exhibit areas without parental supervision. During activities in the party area, the Chaperones should assist the children, when necessary, to keep the activity running smoothly.

Please complete, sign and return

I have read, understand and agree to adhere to all the policies set forth by the John P. McGovern Museum of Health & Medical Science, also known as The Health Museum.

Agreed to and executed this _____ day of _____, 20_____.

By: _____

Printed Name: _____

Party Information (please print)

Event Date: _____ Start Time: _____

End Time: _____

Guest Count: Adults _____ Children _____

Contact Name: _____ Current Museum Member: YES NO Mailing

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

Telephone: _____ Cell Phone: _____

E-mail _____

Birthday Party Child's Name:

_____ Boy or Girl _____ Age to be: _____

Add On's:

- Selfie station props
- 36" Giant balloons
- Happy Birthday marquis one side or 2 sides
- Hosted parking
- Guest pay own parking
- Body Aprons
- Goodie bags

Special Notes:

Packages

Basic Package A \$450 (15 guest or less)

Basic Package B \$450 (25 guests or less)

Basic Package C \$550 (35 or above)

Debakey Lab:

DeBakey Cell Lab Package A \$450.00 (15 guest or less)

DeBakey Cell Lab Package B \$550.00 (25 guest or less)

DeBakey Cell Lab Package C \$750.00 (25 guest -30 max).

Broken Finger: 1st Aid Education Party Experience:

Broken Finger - A \$50.00 5 to 15 guests

Broken Finger – B \$75.00 15 to 25 guests

Broken Finger – C \$100.00 25 guest or above

Body Aprons

Child size Detachable Velcro Organs

\$5 rental for each apron.

Guest count will be required.

Non-refundable Deposit Amount: \$50.00
Deposit amount will be applied to the final payment

Check # or Credit card: _____ CCV: _____ Exp date: _____

Card Type: MasterCard Visa American Express Discover

Printed Name: _____

Title: _____
(This contract must be completed, submitted to the museum contact and deposit received to secure requested date)

Please return this contract along with the \$50.00 non-refundable deposit. E-mail to Lpfister@thehealthmuseum.org

Or mail to:

The Health Museum
ATTN: Special Events
1515 Hermann Drive
Houston, TX 77004

For Office Use Only

Received by THE HEALTH MUSEUM, officially known as The John P. McGovern Museum of Health & Medical Science:

Signed: _____ Date: _____