



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 (if there is availability):

- 10:30 am – 5 pm **Saturdays**
- 1 pm – 5 pm **Sundays**

Parties will not be scheduled on the following holidays:

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

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
- Personalized Digital Birthday Party Invitations for party guests, sent by the Museum (optional add-on)**

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

****The Health Museum can send personalized digital birthday party invitations to your party guests and track RSVPs upon request. Additional fees apply.**

Pricing:

Museum members save \$45 on all basic party packages!

Basic Party Package PRICES*:

Party Package A: Up to 15 children - \$250 non-member/\$205 member

Party Package B: Up to 25 children - \$300 non-member/\$255 member

Party Package C: up to 35 children - \$350 non-members/\$305 member

DeBakey Cell Lab Package PRICES:**

Party Package: \$400: Up to 15 children

\$550: Up to 25 children

C-STEM Birthday Party Experience PRICES*:**

Party Package: \$400: Up to 15 children

\$550: Up to 25 children

\$700: Up to 35 children

Burping Bubbles

Create fun concoctions to explore density, solubility, color, and pressure, building understanding of as to makes things in your life work.

Makey-MakeyGaming

Experience playing video games through the transfer of electricity from the human body.

Tie Dye Chromatography

Explore and experience solubility.

Robotics

Experience operating robots to solve challenges.

Polymer Exploration

Discover how polymers are used to help with environmental issues and how they are utilized in everyday life.

Lab Coat

Decorate your own lab coat using geometry.

All of the activities can be made age appropriate from Pre K to 12th grade.

PARTY ADD-ONS:

- Additional 30 minutes - \$50
- Additional Birthday Party Child for Basic Party Package - \$5
- Personalized Digital Birthday Party Invitations - \$2 per party guest
- Pre-paid Parking for Party Guests - \$3 per party guest vehicle if pre-paid

Payment:

All balances must be paid at the end of the party. Payment can be made with a credit card or check at the General Admissions Desk. Checks should be made out to "The Health Museum".

Cancellation Policy:

A Cancellation fee of \$50.00 applies. 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.

Failure to Show Up Policy:

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:

Parking is available at the Museum's surface lot for a special reduced price of \$3 per vehicle for Birthday Party Patrons if pre-paid in advance during the booking process. Museum visitors can pay for parking upon Museum entry or exit at the Admissions Desk for \$5 per vehicle. Please let your guests know this information. If you would like to prepay for your guest parking, please inform the Special Events Coordinator before the party and it can be added on to your final payment.

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 decorations 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. Also, please do not use tape on the walls or ceilings. An additional \$100 Clean-Up Fee will be added to your final bill if Museum property requires additional cleaning. There is no access to hang a Piñata. A Piñata on a pull string is allowed. Helium balloons are not allowed to be brought in.

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: _____ Time: _____

Contact Name: _____ Current Museum Member: YES NO

Mailing Address: _____ City _____ State _____ Zip _____

Telephone: _____ Cell Phone: _____

E-mail _____

Birthday Party Child's Name: _____ Boy/Girl _____ Age turning: _____

Please check one:

Basic Package A \$250 (15) Basic Package B \$300 (25) Basic Package C \$350 (35)

DeBakey Cell Lab Package A \$400 (15)
C-STEM Birthday Party Experience A \$400 (15)
C-STEM Birthday Party Experience A \$700 (35)

DeBakey Cell Lab Package B \$550 (25)
C-STEM Birthday Party Experience B \$550 (25)

NOTES AND SPECIAL REQUESTS:

Number of Adults/Chaperones (complimentary): _____

Number of Children: _____

Non-refundable Deposit Amount: \$50

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 non-refundable deposit.

E-mail to specialevents@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 : _____