



Customer Information

Name (please print) _____ FCMoD Member: yes no

Address _____

Phone _____ Email _____

Birthday Child's Name _____ Age _____

Rental Details

Birthday Party Date _____

Location: Learning Lab 109 Learning Lab 110

Admission is included for 4 adults and 12 children. Additional guests: _____ at \$5.00 per person.

Member Extra (check one): extra set up time extra clean up time extra guests

Notes _____

Room Rental Charge _____

Cost of Additional Guests _____

Additional Fees (if applicable) _____

TOTAL _____

Credit Card Number _____ EXP _____

Name on Card _____ CCC _____

This Agreement, which includes the attached Rules and Regulations, is a confirmation of the event listed above. Please review carefully, sign, and return one completed copy to FCMoD. A \$50 deposit is required and a signed confirmation by both parties is required to confirm event and formally secure any and all dates. Please retain one copy for your records. FCMoD requires a 2 week notice for cancellations. Any cancellations with less than 2 week advance notice will forfeit the deposit.

I HAVE READ AND UNDERSTAND THIS AGREEMENT, INCLUDING THE STATEMENT OF POLICIES AND RULES AND REGULATIONS. IF THE CUSTOMER IS AN ORGANIZATION OR ENTITY, I CERTIFY THAT I HAVE THE AUTHORITY TO SIGN THIS AGREEMENT ON BEHALF OF THE CUSTOMER, AND TO BIND THE CUSTOMER TO ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT.

Customer Signature _____ Date _____

FCMoD Staff Signature _____ Date _____

Birthday Party Rules and Regulations

Fort Collins Museum of Discovery invites all families with children ages 4-12 years old to enjoy a birthday party at the Museum! Birthday parties are available on Sunday afternoons only. Birthday parties can be scheduled by calling FCMoD's Visitor Services Department at 970-221-6738 during regular business hours. We look forward to celebrating with you!

The cost of a Birthday Party Rental is \$200 which includes rental of one classroom from 2:00-4:30 pm and admission to the Museum for 12 children and 4 adults.

Additional guests of any age may be added for \$5 per person.

Digital Dome shows may be added for \$50. Show time is 3:30pm with your choice of show. Dome shows must be requested at time of reservation.

A signed contract and \$50 deposit is required to hold your Birthday party rental. Our rental contract requires credit card information to hold your rental space.

Birthday Party Rentals are scheduled from 2:00pm-4:30pm. If extra set up time is needed, an extra 30 minutes (1:30-2:00pm) can be purchased for \$25.00. Additionally, an extra 30 minutes can also be purchased from 4:30-5:00pm for cleanup.

Birthday Party Check In Procedures

Birthday parties must check in at the front desk upon arrival.

Upon check in, you will receive wristbands for all members of your party. If you have additional guests, tickets can be purchased at this time. All guests must be wearing a wristband to enter the Museum.

Tablecloths, helium balloons, and crepe paper are permitted only in the classroom and can only be attached to tables and chairs.

No decorations are allowed on any walls, cabinets or other furniture/surfaces in our classroom. All decorations must be removed and disposed of at the end of the party.

No food storage is available at FCMoD. All food for the party (cakes, ice cream, drinks) must be brought in to the Museum in coolers.

Upon completion of your party, please spray down tables and counters with cleaner provided. If room is not properly cleaned, you will be charged a \$25.00 cleaning fee.

Parties that have not cleaned up and vacated by 5:00 pm will be charged \$100 per hour for ANY time over 5:00pm.

Special Discounts for Members

To thank you for being members of the Fort Collins Museum of Discovery, we would like to offer you one of the following for your party:

1. Extra set up time at no charge (1:30-2:00pm)
2. Extra clean up time at no charge (4:30-5:00 pm)
3. 5 additional guests at no charge