



Birthday Party Rental Agreement



Thank you for choosing the i.d.e.a. Museum for your birthday! The following information details the terms of your reservation. In order to have the best experience possible, please review this information and share it with your guests. If you need to make changes, please call us at 480-644-3690 (Monday-Friday).

1. The minimum fee applies to all parties and includes 24 people (1 years old and up). \$10 for each additional child and adult will be added to your balance due at the end of your party. All party guests must check-in at the Visitor Services Desk before entering the museum. Guests will sign their names on the party guest list. At the end of the party your party host will verify the guest list with you and direct you to the Visitor Services Desk to complete the payment.
2. Each party fee includes decorations and table covers, selected activity, and 90-minute use of our party room.
3. Due to space availability, deposits are nonrefundable.
4. Arrive at least 10 minutes prior to your party start time but **no earlier than 30 minutes** prior. The staff party host will meet you at the Visitor Services desk. Party guests will be directed to the party room at the Visitor Services Desk. Your group will have 90 minutes in the party room for activities, food, cake, etc. After the party room activities, your guests are invited to visit our exhibits in the museum galleries.
5. **Use of the private party room is limited to the time indicated in this rental agreement.** Guests will not be permitted into the party room prior to the party start time. The 90-minute rental time includes set-up and clean-up. Guests should be cleared from the party room upon end time.
6. Upon the party's end, the room must be cleared of all materials. Rental party clean-up responsibilities include removing all items brought in for the event, including clearing debris from tables and floors. Trash containers will be provided.
7. Fastening of decorations, such as tape and other types of fasteners must pass the approval of the museum staff. **Use of helium filled balloons is prohibited.**
8. Alcohol and smoking are prohibited in the entire museum and the surrounding areas.
9. At the conclusion of your party, your host will meet with you to verify your guest list. At this time, they will notify you of any additional fees. Fees are due at the end of the party rental time.

10. Please make sure your party guests are aware of all museum guidelines. The party contact person is ultimately responsible for the actions of their own party guests and hired services (i.e. caterers, entertainment, etc.). Any damages incurred will be added to the party fee. Adults/caregivers are responsible for the supervision of their children in the museum galleries. Food and drinks (including water) are not permitted in the Museum. Photography is permissible in the activity areas. Please refrain from taking photos of the museum artwork.

11. Don't forget socks! All visitors must have socks in order to play in *ArtVille*.

By booking a birthday party at the i.d.e.a. Museum, the party contact person agrees to comply with the guidelines as stated above. Party contact person acknowledges that failure to comply with the above-mentioned guidelines may result in additional fees or penalties, i.e., damage to museum property, clean-up, and failure to vacate the room in a timely manner.

If you have any questions regarding our terms, please call us at 480-644-3690 (Monday-Friday).