



# BIRTHDAYS AT THE MUSEUM

## RESERVATION AGREEMENT

### Caddie Woodlawn

Celebrate like a pioneer! Play historic games, and make a corn husk doll to take home.

### Magnetic Slime

Slime! Magnets! Science! Make magnetic slime and test what it can do!

*Age 6 and up*

### Bottle Rocket Build

Design a rocket, and use a chemical reaction to launch it outdoors!

*Age 6 and up*

### Recycled Robot

Build a robot buddy from recycled parts and learn about how robots help humans as you build.

#### AVAILABILITY

**All year:** Weekends: 1-4 p.m.

**Summer:** Weekday availability.

#### RATES

**Space Rental Only:** \$25/hour

Located in the Holtby Hall Alcove. Does not include museum admission.

**Guided Museum Activity:** \$9 per participant (*limit 12*)

Choose one of the four activities above.

**Space Rental Details:** If you are renting the Holtby Hall Alcove for a party, you may bring food and beverage, decorations and gifts. If you are only participating in a guided museum activity, gifts, party favors, cake and ice cream, decorations, and any other party accessories (*including paper products and table cloths*) must be left at home or in your vehicle. All food and dinnerware is to be provided by the renter. All decor must be taken down and space should be left in the condition it is found in after event. Trash and recycling bins will be available. Parents of party guests are welcome to stay at no extra charge.

**Rental requests must be made at least two weeks in advance of event.**

**Child's Name:** \_\_\_\_\_ **Age at Birthday:** \_\_\_\_\_

**Guardian Name(s):** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Number of Guests Expected:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **to** \_\_\_\_\_

**Holtby Hall Alcove @ \$25/hr. — total:** \$ \_\_\_\_\_

**Guided Museum Activity @ \$9 per child (Min. 5/Max. 12):** \$ \_\_\_\_\_

**Total Cost \$** \_\_\_\_\_

**Select the Museum Activity:**

Caddie Woodlawn  Bottle Rocket (warm weather only)  Magnetic Slime  Recycled Robots

**FACILITY RENTAL POLICIES**

**Attention:** Please read the following carefully.

1. The Dunn County Historical Society (DCHS) has the right to refuse any rental requests.
2. The user groups’ participants will use only the area specified in this reservation agreement. Participants may not enter or use other areas of the facility.
3. Recurring reservations are not allowed.
4. When bringing food in, please be considerate and leave the room as you find it.
5. The DCHS may terminate this agreement and permission to use the facilities at any time for a good cause and without obligation.
6. User groups will be responsible for conduct of its participants. Chaperones of at least 21 years of age are required at a 1:5 ratio.
7. No alcoholic beverages, drugs or smoking will be allowed, regardless of the age of the participants.
8. The renter/s shall be responsible for set-up and cleanup, including any replacing of tables, chairs, and other equipment. Renters are required to remove (*at their expense*) materials, decorations, equipment, or excess trash before leaving the facility. Items may not be left without authorization of the DCHS Staff.
9. The renter shall be responsible for any damages to the DCHS facility, property or equipment caused during the rental period.
10. Staff instructions must be followed.
11. The DCHS does not provide accident or health insurance for its members or participants, invitees, or nonprofit groups renting facilities. It is the responsibility of every individual, their parent or legal guardian, to provide for their own accident and health coverage while participating in any function at the DCHS.
12. The DCHS assumes no responsibility for the personal property lost or damaged of individuals or groups utilizing the facilities and property.

**Assumption of Risk and Hold Harmless Agreement:** The user organization assumes all risk of loss, damage or injury to persons or property which arises out of the user organization’s use of the facilities or equipment at the DCHS. The user agrees to indemnify and hold the DCHS, its agents, servants and employees harmless from all liability, loss or damage whatsoever from.

**Please Read and Sign Below:** I hereby waive any right or cause of action of any kind whatsoever arising as a result of such activity from liability may accrue to DCHS. I also give permission for the public display of any photos that are taken at the birthday party (*you may opt out of the photo permission by simply asking any museum photographer you’d prefer not to be photographed*).

**Parent’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**OFFICE USE ONLY**

**Amount Due:** \_\_\_\_\_

**Payment by:** Cash    Check # \_\_\_\_\_    Card: \_\_\_\_\_

**Confirmed Date:** \_\_\_\_\_    **Confirmed Time:** \_\_\_\_\_