



## CELEBRATIONS POLICIES AND PROCEDURES CONTRACT

By initialing each section, you agree to Children's Discovery Museums of the Desert's (CDMOD) Celebrations Policies and Procedures. All sections must be completed or your request will be considered incomplete and will not be processed.

### Celebrations Policies and Procedures

1. Full payment is required to hold a celebration date.
2. Full payments are non-refundable.
3. Upon receiving your Celebration Request Form, we will contact you via e-mail to confirm the date you requested is available and establish a final due date for the payment in order to secure your date.
4. You are able to reschedule your party within one year of the original party date. Your payment will be transferred.
5. Your party package is for a specific number of children and adults. Capacity is strictly enforced for the safety of your party guests and museum visitors.
6. A mandatory guest list is required 1 week before your party.
7. If extra guests arrive for your celebration, a **\$12.50** payment for each additional guest will be required before they are admitted.
8. We do not accept guest passes or memberships for the payment of guests.
9. If your party does not begin within 30 minutes of the schedule time, it will be considered canceled and no refunds will be issued.
10. If your party is scheduled within 2 weeks of the selected date, you are not eligible for a refund.

Please Initial: \_\_\_\_\_

### Party Schedule

1. You have reserved your celebration room from \_\_\_\_\_ to \_\_\_\_\_.
2. Everyone attending the celebration is required to check-in at the Front Desk to confirm attendance to ensure an accurate headcount.
4. All guests must wear the wristband provided at the Front Desk.
5. All-day admission is included with your celebration package. Your guests are welcome to play in the museum the entire day during business hours.
6. All children **must** be accompanied by a parent or an adult chaperone at all times.
7. Your selected activity will last approximately 20 minutes.
8. You will have access to the room 15 minutes prior to your scheduled celebration for set-up and 15 minutes after your celebration to collect your belongings.
9. The party room is reserved for the time outlined in this agreement. You may incur an additional charge if you exceed your allotted time. **Your reservation ends promptly at the scheduled time.**

Please Initial: \_\_\_\_\_



**Food, Beverages, and Decorations**

1. You are welcome to bring food and non-alcoholic beverages for your guests.
2. We will provide a refrigerator for your use during the party.
3. Food and beverages must be consumed in the party room.
4. Outside entertainment and costume parties require prior approval.
5. Standard birthday candles are permitted. No novelty candles are allowed.
6. You are welcome to bring decorations.
7. Confetti, balloons, and piñatas are not permitted in the party room or the museum.

**Please Initial:** \_\_\_\_\_

**Cancelation/Refund Policy and Procedure**

CDMOD reserves the right to cancel this agreement if payment deadlines are not met. Celebration reservation dates may be reschedule up to 10 business days in advance of the original celebration date. If the host must cancel their reservation, they must do so 10 business day prior to the celebration date. CDMOD will retain **50% of the payment** due to potential loss of revenue. CDMOD will cancel the reservation if payment is not received by the final due date. If your reservation is canceled you will received a written confirmation from the Earned Revenue Coordinator.

**Please Initial:** \_\_\_\_\_

**Payment**

A full non-refundable payment is due at the time of your booking. If your celebration dates are unavailable, the payment will not be processed until a date has been agreed upon between CDMOD and the host. The Earned Revenue Coordinator will communicate payment due dates to the host.

**If payment is not received, reservation dates will not be held.**

**Method of Payment:**       Credit Card       Check (#\_\_\_\_\_)       Cash

**Credit Card Authorization**

Name of Cardholder: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ CVC: \_\_\_\_\_

**I have read Children's Discovery Museum of the Desert's Celebrations Policies and Procedures Contract. I verify that I understand and accept CDMOD's terms of agreement for Celebrations Payment. I hereby authorize the payment.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_