

Schenectady Museum & Suits-Bueche Planetarium
 Education Dept.
 15 Nott Terrace Heights
 Schenectady, NY 12308
 382-7890



Birthday Party Contract

Guest of Honor: _____ Requested Party Date: _____
 Age: _____ Number of Children: _____ (res.)/ _____ (act.)
 Contact Person: _____ Number of Adults: _____ (res.)/ _____ (act.)
 Address: _____ E-mail: _____
 Daytime Phone: _____ Weekend Phone: _____

Ages 4-8	Ages 9-12
12:30 Arrival	12:30 Arrival
12:35 Tour	12:35 Tour
1:00 Planetarium	1:00 Party Room
1:45 Party Room	2:00 Planetarium
2:45 Dismissal	2:45 Dismissal

Hands-on Activity
 Choice: _____

<u>Party Fee:</u>	
10 children & 10 adults	\$175.00
Additional children (\$7.00 each)	_____
Additional adults (\$5.00 each)	_____
Member discount (-10%)	_____
Deposit (-\$25.00)	_____
TOTAL	_____

BIRTHDAY BASICS

- Party will be confirmed by e-mail once Museum receives \$25 deposit.
- Parent will provide paper goods, food and drink.
- Parent is responsible for ensuring appropriate behavior of party participants.
- Museum will decorate room.
- Museum will conduct party activities and accompany group to planetarium show and museum tour.
- The birthday child will receive a small gift from the Museum. All children will receive a gift bag. Parent is responsible for giving the host/hostess the attendance number upon arrival.

I understand and agree to the terms of this contract. Enclosed with this signed form is a nonrefundable \$25 deposit.

_____ for Schenectady Museum

_____ Parent or Guardian

Museum Use (initial and date)		
Date Booked _____ - _____	Contract Sent _____ - _____	Museum Calendar _____ - _____
Facility Use Form _____ - _____	Deposit Received _____ - _____	Goodie Bags _____ - _____
Host/Hostess _____	Contacted by _____ - _____	