

Last Name: \_\_\_\_\_



### Baby Bash Confirmation Agreement

**PLEASE READ THE FOLLOWING INFORMATION THOROUGHLY AND CAREFULLY**

I, \_\_\_\_\_, hereby enter into this agreement for the rental of the Times Picayune Theatre at the Louisiana Children's Museum on: **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ *until* \_\_\_\_\_.

My 50% non-refundable payment of \$ \_\_\_\_\_ was received on \_\_\_\_\_. The remaining non-refundable balance is due on \_\_\_\_\_ in the amount of \_\_\_\_\_. [Paid-in-full amount of \$ \_\_\_\_\_ was paid on \_\_\_\_\_.]

**You may have access to the Times Picayune Theatre beginning at:** \_\_\_\_\_

**Please Note: Late arrivals will not be allowed additional time in the Times Picayune Theatre. Showers must end at their scheduled time -- NO EXCEPTIONS. The Museum closes at 4:30 pm during the school year and 5:00 pm during the summer; therefore your event will end accordingly. Please remember that you and your guests are invited to arrive as early as 12:00 p.m. to play; however, you will not have access to the Times Picayune Theatre until an hour before your event begins.**

If you should need to reschedule or if the information above is incorrect, call the Event Coordinator at 504-266-2417 or e-mail ldaley@lcm.org as soon as possible. A shower can **ONLY** be rescheduled more than 2 weeks prior to the originally booked date. Otherwise your non-refundable deposit and balance will be forfeited and you **CANNOT** reschedule.

The Louisiana Children's Museum Baby Bash Shower package includes:

- 2-hour rental of the Times Picayune Theatre with Audio/Video features
- FREE All-day admission for up to **30** guests
- Decorated Mommy-To-Be Throne
- A gift for the guest of honor
- LCM staff assistance

<p><b><u>Available Upgrades:</u></b></p> <ul style="list-style-type: none"> <li>• Personalized shower banner - \$6</li> <li>• Colorful balloon bouquet - \$10</li> </ul>
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**Additional Fees:**

- A required janitorial fee of \$45 is automatically charged to your event. This fee includes a personal janitor, trash cans and trash bags.
- (1) Additional hour can be purchased for \$100.00.
- Any group larger than 30 guests will be automatically charged an upgrade fee of \$100.00.

Your guests will be asked to sign-in as they enter the Museum to help you keep track of the number of guests attending your shower. Guests 1-17 years of age will be considered children; guests age 18+ will be considered adults. Children under the age of 1 are free and do not count towards your 30 guests.

**Refreshments:**

Guests are invited to play and experience the Museum and therefore may spend limited time in the Times Picayune Theatre. We suggest that you keep refreshments simple. We recommend foods, such as chips/dips and party trays. Party hosts/hostesses are responsible for all refreshments. All refreshments must be confined to the Times Picayune Theatre. Food or drinks are not allowed in Museum exhibit areas.

- The Museum does not offer any cold storage. Hosts/hostesses are welcomed to bring in an ice chest.
- The Museum does not offer any heating options. Please limit meals to accommodate this.
- Alcoholic beverages are NOT allowed.
- If you are planning on ordering anything such as pizza, sandwiches or cake we ask that you DO NOT have them delivered to the Museum. We recommend picking up such items before entering the Museum.
- You are responsible for all refreshment supplies or equipment brought into the Museum.

**Decorations & Entertainment:**

The Times Picayune Theatre may feature some decorations depending on the time of year. Feel free to decorate the Theatre as you see fit. You may not tape or tie balloons, banners or decoration to any painted/finished surfaces, ductwork or ceilings. The Museum does not provide helium or staff for balloon inflation. Balloon arches, piñatas, costumed characters, magicians or outside entertainers are not allowed. Tables, chairs or any additional entertainment supplies are not provided.

**LCM Staff Assistance:**

A Museum staff member will be help assist the coordination of your event. You are the host of your own party and we do not have a strict schedule that we run for you. The staff member is not on hand to supervise your guests. Parents or adults must accompany children throughout the Museum for the children's safety.

**Guest of Honor Keepsake:**

The LCM Event Coordinator will present your guest of honor with a keepsake at the admission desk upon receipt of final payment for any additional fees as explained above.

<p><b>I have read and understand the confirmation above. The reservation is correct.</b></p> <p><b>Signature</b> _____</p> <p><b>Date</b> _____</p>
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Baby Bash Fee: \$ \_\_\_\_\_

Mandatory cleaning Fee: \$ \_\_\_\_\_

Upgrade(s)-Circle All That Apply (Banner ~ Balloon Bouquet ~ Invitations): \$ \_\_\_\_\_

Additional hour upgrade: \$ \_\_\_\_\_

Additional guest(s) upgrade: \$ \_\_\_\_\_

**TOTAL amount paid: \$ \_\_\_\_\_**