

Last Name: _____



Big Baby Bash Confirmation Agreement
PLEASE READ THE FOLLOWING INFORMATION
THOROUGHLY AND CAREFULLY

I, _____, hereby enter into this agreement for the rental of the 1st floor 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 Museum beginning at: _____

Please Note: Late arrivals will not be allowed additional time in the Museum. 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. Your event can **ONLY** be scheduled for 6:00 p.m. to 8:00 p.m. You will not have access to the Museum 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 Big Baby Bash Shower package includes:

- Private 2-hour rental of the 1st floor of the Museum (Theatre excluded)
- Snack Room Amenities - (20 chairs and (6) 48" tables, plus (2) 72" foldable tables)
- FREE admission for up to **50** guests
- Decorated Mommy-To-Be Throne
- A gift for the guest of honor
- LCM staff assistance

Available Upgrades:

- Personalized shower banner - \$6
- Colorful balloon bouquet - \$10
- Theatre Rental - \$75/hour

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 \$125.00.
- Any group larger than 50 guests will incur a \$100.00 penalty charge.

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 party. 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:

We suggest that you keep refreshments simple. We recommend foods, such as chips/dips and party trays (sandwich, fruit or vegetable trays) or buffet-style meals. Please notify Event Coordinator if shower will be catered by additional company. Party hosts/hostesses are responsible for all refreshments. All refreshments must be confined to the Snack Room. 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 Museum may feature some decorations depending on the time of year. Feel free to decorate the first floor 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, costumed characters, magicians or outside child-appropriate entertainers are allowed, but require prior approval. Additional tables, chairs or any entertainment supplies/equipment are not provided.

LCM Staff Assistance:

A Museum staff member will 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.

I have read and understand the confirmation above. The reservation is correct.

Signature _____

Date _____

Big Baby Bash Fee: \$ _____

Mandatory cleaning Fee: \$ _____

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

Additional hour upgrade: \$ _____

Theatre Rental: \$ _____

TOTAL amount paid: \$ _____