



Museum Reservation
Private Museum Rental
Up to 100 guests

First choice date of party: _____ Second choice date: _____

Party must be held OUTSIDE of regular museum hours

_____ Tuesday: 10a-12p _____ Wednesday: 4-6p _____ Thursday: 10a-12p
_____ Friday: 4-6p _____ Saturday: 4-6p _____ Sunday: 10a-12p
OR 4-6p

Requested 2-hour time slot: _____

This contract is for ALL guests including adults. Under 1- free/do not count in the total.
1 - 50 guests: \$500 51 - 100 guests: \$750

Approximate number of guests: _____ children and _____ adults

Occasion being celebrated: _____

Adult Contact Name: _____

Address: _____

Contact phone: _____ Email: _____

Current Discovery City Children's Museum Member? _____ Yes _____ No

Contract Acknowledgement:

I understand that the terms defined in the museum rental contract were written with the intention to preserve the quality of the museum and to appreciate the value of the Discovery City staff. Therefore, I agree to adhere to the terms of this birthday party contract (see p.2)

Signed: _____ Date: _____

- Contracts and deposits must be DROPPED OFF at Discovery City Children's Museum (317 Grand River Ave.) or at Port Huron Recreation Department (2829 Armour Street) in order to save the date.
Payments may NOT be taken over the phone.
Reservation payments may be made in cash, check, or credit card.



Private Museum Rental Terms and Conditions

Pricing:

\$500.00 for 1-50 guests

\$750.00 for 51-100 guests

\$25 Discount for members (\$475/\$725 for current Discovery City Members)

- 50% due at time of contract. Final 50% due one week before the party.
- 100% refund if party is canceled 7 days prior to the event.
- 100% account credit to Discovery City Children's Museum/Port Huron Recreation Department if canceled 1-6 days prior to the event.
- A \$50 cleaning fee will be charged if staff must stay longer than 30 minutes to clean up after the event.

Includes:

- Usage of our party room for 2 hours (this includes clean-up)
- You may arrive up to 30-minute early for set-up (up to 2 adults and 1-2 children)
- Complete and private use of the entire museum for your guests
**We recommend a 5 children:1 adult ratio for supervision purposes.
- 2 dedicated staff members to assist in exhibit maintenance.

Options:

- Catering by Dot's Candy Bar. See attached menu.

Additional Notes:

- A waiver will need to be filled out for each FAMILY in attendance. Waivers can be picked up, or delivered digitally to the parent/guardian in advance of the party.
- No person, child or adult, will be allowed to participate in the museum activities without a signed waiver.
- All food/beverage brought into the museum must be made in a commercial kitchen (no home-baked goods allowed) This is due to our liability with food allergies.
- All food and drink **MUST** be consumed in the party room.
No food or drink on the museum floor.
- No use of alcohol, tobacco, vape, or marijuana allowed at the museum.

All questions and inquiries regarding dates may be directed to:

dccm@discoverycityph.com