



Great Lakes Children's Museum
 13240 S West Bay Shore Dr
 Traverse City, MI 49684

Member # _____

Customer # _____

After Hours Event/Meeting Contract

Event Host

Name, Company,
or Organization

Today's
Date

Authorized Rep
if Organization

Mailing
Address

City, State, Zip

Phone

Email

Date of Event

Start
Time

End
Time

hrs
(min. 2)

Type of Event

of Guests

If Birthday,
Name of Child

Age Child
will be

Type of
Refreshments

Program;
Special staffing

Museum Store
open?

Yes

No

Sand table? (\$2.50/jar; paid)

Deposit (Minimum 50%) **\$100.00** (\$100/hour with a minimum
of 2 hours, or \$200)

Cash

Check (note check#)

Balance due at the conclusion of the event. (\$.00)

Credit card

Cleaning deposit (required) **\$100.00**

Cash

Deposit returned at conclusion of event unless charges
for cleaning and/or repairs must be deducted.

Check (note check#)

Credit card

I understand the terms and conditions of this contract and agree to abide by
them. (see next page)

Signature

Signature

Event Host or authorized representative

Great Lakes Children's Museum

Questions? Call the Museum M-F 10:00 a.m. – 5:00 p.m.: 231-932-4526

Great Lakes Children's Museum After Hours Event – Terms & Conditions

The Great Lakes Children's Museum Facilities may be reserved for after-hours party at the rate shown on the front page of this contract. During the party the galleries and museum amenities are reserved for the exclusive use of the Event Host and their guests. Event Host agrees to comply with posted room and building occupancies, and to limit the number of guests accordingly.

After-hours parties and events start no sooner than one half-hour regular closing and must conclude by 11:30 pm. Setup and cleanup are to be included in the rental time. For instance, a party starting at 5:30 and ending at 7:30 will be expected to show up at 5:30, setup (including decorating), conduct the party, and complete the cleanup within the specified rental time.

Alcoholic beverages are permitted if properly licensed. The Museum does not have a liquor license and liability for licensing and conduct rests with the Event Host.

The Discovery Center~Great Lakes and the Children's Museums are non-smoking facilities.

Decorations are allowed only in the Great Lakes Room and should be "freestanding." Open flames, fog machines, helium balloons, pinatas and pyrotechnics are not allowed.

"Facilities" includes the public areas within the Great Lakes Children's Museum and on-site parking.

The Event Host is responsible for any and all damages to the Facilities, property and equipment occurring during the rental period.

The Event Host assumes full and complete responsibility for any and all injuries and accidents to persons that occur during the use of the Facilities and agree to responsibility for the safe and orderly conduct of all persons within the Facilities.

The Children's Museum representative in attendance has final authority on the safety and use of property and equipment.

The Children's Museum assumes no liability for activities outside the Museum confines and Event Hosts are fully and completely responsible for guest activities taking place exterior to the Museum.

The Event Host shall indemnify the Great Lakes Children's Museum and hold it harmless from all loss or liability which may arise from the event or any activities at the event or the use of the facilities by the Event Host, its employees, volunteers or guests.

The Children's Museum representative will notify Event Host 30 minutes prior to the expiration of the initial rental term. If Event Host desires to extend the rental period (at \$50/half hour) that should be discussed at that time. Event Host should begin process of bringing the party to completion when given the 30 minute notice.

The Children's Museum representative will again notify the Event Host 15 minutes prior to the expiration of the initial rental term. At that point, the Event Host should have completed the party and be encouraging guests to either exit the facility or help with pick ups in the gallery.

All food and beverages must be consumed in the Great Lakes Room. All party favors and items (costumes, blow up swords, balloons, wands, etc) need to be kept within the confines of Great Lakes Room.

NOTE: A cleaning fee of \$90 will be charged if food and/or beverages are consumed in the galleries.

Cleanup Responsibilities at the Party's Completion

- The Museum will provide trash bags.
- Event Host is responsible for bagging trash within the Great Lakes Room.
- Event Host is responsible to police the entire Museum for trash, party decorations and leftover food at the conclusion of the event.
- Event Host is responsible to wipe down all tables and counters using cleaning products provided.
- Event Host is responsible to sweep the Great Lakes Room.
- Museum staff will assist in restoring the galleries.

Additional Rental Guidelines

1. Any additional special terms and conditions are listed below:

I have read and will comply with the above _____ Date _____