

# ALDEN B. DOW MUSEUM OF SCIENCE & ART



## Birthday Party Registration Form

*Please read the birthday party policies on the reverse side and sign.*

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Birthday boy/girl name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Sponsoring Member: \_\_\_\_\_

*\*\*Membership may be purchased at time party is booked. Minimum membership: Youth*

Party participants: children \_\_\_\_\_ adults \_\_\_\_\_ (final count due 2 wks before party)

Party Package: Basic or Deluxe (circle one)

Party Date: \_\_\_\_\_ Party Time: \_\_\_\_\_

ABDM staff will assist with selection of party time based on availability. Reservations are first come first serve.

### Information about the Birthday Child

Child's Age: \_\_\_\_\_ Gender: M or F Favorite Colors: \_\_\_\_\_

Child's T-shirt Size: Sm Med Lrg X-Lrg

Any allergies we should be aware of: \_\_\_\_\_  
(For example: latex, peanuts, dairy etc.)

Activity (for Deluxe package only):

A La Carte Services Requested: \_\_\_\_\_

I have read carefully all of the information provided and agree to the Museum Birthday Party conditions

Signature of the responsible adult \_\_\_\_\_

Make check payable to MCFTA. Return completed form with deposit to:

Debbie Anderson, Alden B. Dow Museum of Science and Art, 1801 W. St. Andrews, Midland, MI 48640

Questions?? Call Debbie at (989) 631-5930 x1227 or [andersond@mcfta.org](mailto:andersond@mcfta.org)

Balance due at start of party. Payment methods are: cash, check, or credit card (V, MC or Discover)

#### For Official Use Only

Processing Date \_\_\_\_\_ Total Party Cost \_\_\_\_\_ Deposit Amount \_\_\_\_\_

Membership Verified \_\_\_\_\_ Membership Purchased \_\_\_\_\_

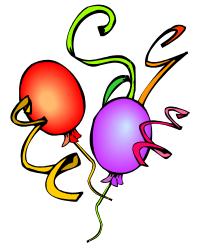
Final Count Date Due \_\_\_\_\_ Call received on time Y N

Balance Due \_\_\_\_\_ Date of Balance Payment \_\_\_\_\_ Method \_\_\_\_\_

Extra guests may be added on the day of party for the following \_\_\_/child \_\_\_/adult

Credit to GL Code 30-32-12-3520

Birthday Parties at the Alden B. Dow Museum of Science and Art are recommended for children ages 5-11 years. Prices are rated for up to 12 children (including the birthday child) and 2 adults. Additional children will be permitted at an additional fee based on the type of party selected. The Museum requires a ratio of one adult for every 5 children when in the Museum. These allotted chaperones are the adults admitted at no charge. Additional free chaperones will be scheduled based on party size; extra adults will be permitted for \$5 each. Please schedule your party at least 2 weeks in advance!



Museum membership required for a parent, grandparent or the birthday child.

May be purchased at time of booking.

Minimum membership level: Youth (\$25)

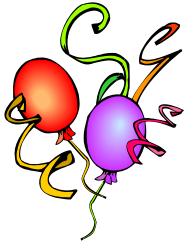
### **Basic Birthday Package (\$150)**

- ✓ 90 minutes in an area set-up for your party
- ✓ All day admission to the entire Museum (including special exhibits)
- ✓ Special Museum gift for the birthday child

Additional party guests: \$5/child \$5/adult

You provide decorations, food and beverages, and paper products.

Ice machine and limited refrigerator and freezer space are available.



### **Deluxe Birthday Package (\$250)**

- ✓ Basic Birthday Package plus...
- ✓ An additional 30 minutes in the party area
- ✓ Birthday Party Host/Hostess for 1 hour to guide an activity for children (\*\*upon request, the host/hostess can guide the group through the museum instead of the activity)
- ✓ Paper products provided (plates, cups, napkins and forks)
- ✓ 20 balloons (latex)
- ✓ Museum party favor gift bag for each child (ages 5 and up)

Additional party guests: \$8/child \$5/adult

You provide additional decorations, food and beverages. Remember a knife to cut the cake.

Deluxe Party Activity will be determined based on child's age, gender and interests.



***Having a party at home this year?*** Purchase party favor gift bags for your party.

### **A La Cart Options:**

Add Magic of Electricity to your museum party for only \$30 – book well in advance (based on availability)

Add Party favor gift bags to your Basic Birthday Party Package at an additional cost of \$6 each

### **Parties may be scheduled during open museum hours only!**

School day parties may begin at 4pm (1 hour in the Museum/Hall of Ideas) and at 5pm move to party room for remainder of party activities.

High demand weekends, party times may be limited to Saturday 12pm and 2:30pm or Sunday 2pm

*Book early as party times may be limited based on availability. Prices are subject to change.*

***\*\*Outside food and beverages are allowed. If ordering food for delivery, please notify museum well in advance. The museum has a policy of no open flames inside the building.\*\****

A deposit of 50% of the party costs is required to schedule the party. Refunds allowed only if cancellation is made at least 2 weeks prior to the reserved date; all refunds subject to a \$25 administration fee. Party attendee count must be finalized by 2 weeks before the party, if the museum is not contacted with a final count, the initial count will be assumed accurate for billing purposes. Additional guests may be added on day of party, but in the case of deluxe party, additional gift bags will not be available at the last minute.