

# PENSACOLA MUSEUM of ART

1

UNIVERSITY of WEST FLORIDA

## Birthday Party Information and Contract

### **Fees**

Rentals start at **\$160.00** for 1 ½ hours of use.

A refundable deposit of \$50.00 is required to schedule the event

Additional half and hour: \$37.50

Additional hour: \$75.00

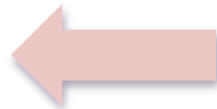
Additional child: \$7.00

Additional Little Artists Gift Bags: \$2.50

*All fees must be paid two (2) weeks prior to the event. Additional time may be added but will not be refunded*

### **Deposit**

A deposit of \$50.00 and a signed contract is required to reserve your date and as a security of the Renter to adhere to the requirements of the contract. The deposit will be due the same day as the contract is signed and will need to be completed at least three weeks prior to the date desired. **The deposit will be refunded by a mailed check on the month following the event, provided that no damages have occurred, the premises is left clean and in acceptable condition, and the time limits are not exceeded.** The deposit may also be refundable if this agreement is canceled up to two (2) weeks prior to your scheduled event. Upon reaching the two (2) week period the deposit is no longer refundable for cancellation.



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### **Space**

This contract entitles the use of the renting party to Gallery 5 as their event room. Adults and chaperoned children may view the rest of the museum during the event, but must keep event related materials (food and drink) within Gallery 5. If the event is taking place during normal business hours (Tuesday-Friday 10am-5pm, Saturday 11am-4pm) the Museum, with the exception of Gallery 5, will be open to the public and the conduct of event guest must be appropriate for the enjoyment of guests in the Museum.

### **Conduct**

Due to the value of the artwork and materials in the museum, the renter agrees to maintain order and proper conduct. Such shall be the responsibility of the Renter(s). A PMA staff or representative will be available at all times during your event and will answer any questions that you may have. The staff/representative person is the final authority on any questions or restrictions during an event.

## **Equipment**

The Museum will provide the use of up to four 6ft rectangular tables or six 60” round tables and up to twenty-five chairs for the Renters use. All equipment used MUST be placed back into the storage closet. **The Museum does not provide: tablecloths, trash bags, cake, drink, food, or decorations.** All such requirements are the responsibility of the Renter(s). In addition, all arrangements for the delivery of outside equipment or setup of caterers, musicians, florists must be coordinated in advance with Museum Staff.

## **Time Availability**

The Museum is available for rent from 10:00 am until 8:00 pm, Tuesday-Saturday. All parties/events must be completed, including clean up time, by 8:00 pm. This time also includes any time needed prior to the event for setup. Your art party at the museum provides you with 1.5 hours, with a maximum of 45 minutes of that time dedicated to art instruction. **All set-up time, event time, and clean up time is to be conducted within the 1.5 hours. Additional time may be purchased.**

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## **Clean Up**

The Museum must be brought back to a condition ready for visitors. **All tables, chairs, and other equipment must be wiped down and returned in the same manner as was found before the beginning of the event setup. All trash must be removed from the premises and any trash on the floor must be swept up following the event. If drinks have been spilled, they must be cleaned appropriately as to not leave a sticky residue.**

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## **Food and Drinks**

All food and drinks, child and adult, must be kept within Gallery 5 (the birthday party room). **Only Sterno’s may be used, no other open flames are allowed within the Museum.**

## **Decorations:**

All decorations must be kept within gallery 5. Nothing may be pinned, nailed, stapled, taped, or tacked on the wall or art work. No art work may be covered up or removed by Renter. **Due to artwork restrictions the Museum does not allow candles. Due to artwork restrictions the Museum does not allow confetti or loose glitter to be used in decorations.** Balloons may be used, but must remain tied down or held with a weight. ALL decorations must be removed by the end of the Renters event.

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## **Smoking**

By State Law, smoking, including vapes, is not permitted in the Museum nor is it permitted within 100 feet of the Museum entrance.

## **Alcohol**

Alcoholic beverages may not be served during children birthday parties.

## **Thermostat Settings**

The Museum's climate control system is engineered to provide the ideal environment and protection of the art housed in the building. Therefore, no adjustments can be made to the temperature. Event related personnel should be advised to keep the doors closed at all times to avoid drastic changes in temperature.

## **Waiver of Liability**

By signing the Birthday Party Contract, the rental client(s) understands and agrees that the rental client(s) shall indemnify and hold harmless the Museum and its Trustees, officers, other employees, and agents against any cost of expense, including judgments, amounts paid in settlement, and attorney fees, incurred or that, may be incurred including in the defense against any claim for damages on account of bodily injury, personal injury, property damage, damage to any artwork, or loss or property arising out of or resulting from the use of the Museum's premises by the rental client(s) or its officers, other employees, members agents (including caterers of third party vendors) or guests.

## **In the Event of an Incident**

In the case of bodily injury, personal injury, property damage, or damage to any artwork during the events, the Museum Staff /Representative on duty must be informed immediately. The Museum staff will provide an incident report to be filled out and action will be taken on a case-by-case basis.

## **Event Coordination and Parking**

Many special events are held in the Downtown area. Any event involving a number of guests which may conflict with the normal flow of activity or traffic in the area must be coordinated with the City of Pensacola Police Department. It is suggested that you also check with the Pensacola Area Chamber of Commerce, the City of Pensacola Parks and Recreation Department, and the Visitor Information Center for other scheduled events which may be occurring on the day of your event. The Museums does not provide or guarantee any parking spaces, and has no authority regarding City of Pensacola street closures on the day of your event.



**\$50.00 Deposit**

Payment Type: \_\_\_\_\_

Last Non-Penalty Cancellation Date: \_\_\_\_\_

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Museum Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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Art Party Standard Fee: \_\_\_\_\_

Additional Little Artist Gift Bags (\$2.50): \_\_\_\_\_

Additional Children: \_\_\_\_\_

Applied Discounts: \_\_\_\_\_

**Total:** \_\_\_\_\_

Date Paid: \_\_\_\_\_

Payment Type: \_\_\_\_\_

Renter: \_\_\_\_\_

Museum Representative: \_\_\_\_\_

## Party Packages at the PMoA!

All party packages include an Art educator, all art supplies, the private use of Gallery 5, and a Little Artists Gift Bag for the birthday child. You can purchase Little Artist Gift Bags for your child's birthday guests at \$2.50 a bag, please let Caitlyn Cooney know the amount of additional Little Artists Gift Bags needed at least two weeks prior to the event.

Packages start at \$160.00 for up to 16 children for a period on 1.5 hours. A fee of \$7.00 will be added for each additional child.

### **Tiny Tots Art (Ages 1-3)**

- Dress for a Mess! A Collaborative Mural Project
- Animal Masks
- Making Music

### **Mini Masters (ages 4-6)**

- Mask Making- African, Cubism, Surrealism, or Animal
- Themed Collaborative Mural
- Alexander Calder Wire Sculptures
- Spin Art Machine!

### **Junior Artists (Ages 7-12)**

- Print Making
- Pop Art, Surrealist, or Cubist inspired project
- Spin Art Machine!