

PENSACOLA MUSEUM *of* ART

UNIVERSITY *of* WEST FLORIDA

Birthday Party Information & Contract

Fees

Birthday Party Rentals start at **\$200.00** for 90 min. or 1 ½ hours of use.

This includes your set-up time, party, and clean-up time.

A **refundable deposit of \$50.00** is required to secure your date/time.

Additional 30 min.: \$37.50

Additional hour: \$75.00

Additional child (up to 20 max.): \$10.00

*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 request 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.

Initial Here:_____

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 all event-related materials (food and drink) within Gallery 5. Birthday parties typically take place during normal business hours (Tuesday-Saturday 10am-4pm, Sunday 12noon-4pm) and the Museum will be open to the public. The conduct of event guests must be appropriate for the enjoyment of our visitors in the Museum.

Initial Here:_____

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 can answer any questions that you may have. The staff/representative person is the final authority on any questions or restrictions during an event.

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Equipment

The Museum will provide the use of up to five 6ft rectangular tables OR up to three 60" round tables and up to thirty chairs for the Renter's use. All equipment used MUST be placed back into the storage closet. **The Museum does not provide: tablecloths, trash bags, cake, drink, food, paper plates, silverware, 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 well in advance with Museum Staff.

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Time Availability

The Museum is available for rent from 10:00 am until 7:00 pm, Tuesday-Saturday. All parties/events must be completed, including clean up time, by 7:00 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 an art activity. **All set-up time, event time, and clean up time is to be conducted within the 1.5 hours. Additional time may be purchased.**

Initial Here: _____

Clean Up

The Museum must be brought back to a condition ready for visitors. **All tables, chairs, and other equipment must be wiped down thoroughly 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.**

Initial Here: _____

Decorations

All party decorations must be kept within gallery 5. **Nothing may be pinned, nailed, stapled, taped, or tacked on the wall or artwork. No artwork may be covered up, moved, 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 Renter's event.

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Food and Drinks

All food and drinks must be kept within Gallery 5 (the birthday party room). Only Sternos may be used, no other open flames are allowed within the Museum. This includes candles.

Alcohol

Alcoholic beverages may not be served during children's birthday parties.

Smoking

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

Initial Here: _____

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.

Initial Here: _____

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 Museum does not provide or guarantee any parking spaces and has no authority regarding City of Pensacola's street closures on the day of your event.

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.

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.

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Your birthday party rental package includes 90 min. for set-up, party, and clean-up, use of the Charles W. Lamar Sr. Assembly Room (Gallery 5 upstairs), an Art Educator, art supplies for 16 children (or up to 20 max. for an additional fee), and a PMA Little Artist Gift Bag for the birthday child. A \$50.00 deposit is due the day of signing the following contract, and full payment is due two (2) weeks prior to the event date.

Primary Parent/Guardian: _____
(Please print full name)

Parent/Guardian Signature _____ Date _____

Child's Name: _____ Age to be: _____

Number of Children Attending: _____

Reserved Date: _____

Reserved Time (including set-up and clean up): _____

Email: _____

Phone Number: _____

Address: _____

City/State/Zip: _____

**Family/Dual Members receive 10% off their total birthday party booking.*

Do you have a current Family/Dual Membership? Y N

\$50.00 Deposit

Payment Type: _____

Last Non-Penalty Cancellation Date: _____

Renter: _____ Date: _____

Museum Representative: _____ Date: _____

Art Party Standard Fee: \$200.00 _____

Additional Time: _____

Additional Children: _____

Applied Membership Discount: _____

Total: _____

Date Paid: _____

Payment Type: _____

Renter: _____

Museum Representative: _____

