



AMazing Space Birthday Party Rental Agreement

The Albany Museum of Art offers birthday party packages for up to 20 children, ages 3-10 years old, customized to each age group. This rental agreement is for the use of the Museum's classroom and AMAzing Space for a 2 hour period. The Museum will honor rental requests on a first-come, first-serve basis with receipt of the completed agreement and a 50% deposit. The remaining balance is due not later than **1-WEEK** prior to the event. Parties must be booked at least 2 weeks in advance.

Contact Name: _____ Birthday Child: _____ Age: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell: _____

Event Date/Time: _____ Number Attending: _____ Age Range: _____

The number of children must be guaranteed at the time of full payment. Renter will not be compensated for guests not present, nor will favors be given for guests not present. Refunds will be made only if cancellation is made not less than 10 business days prior to the scheduled event. Fees will not be prorated for any decorations, food, beverages and/or activities provided by Renter. The Museum will not alter any exhibition, displays, or activities in AMAzing Space, classroom, the Learning Curve Gallery, or any other Museum Gallery for the purpose of this event. The Museum and AMAzing Space will be open to the public at all times.

HAPPY BIRTHDAY PACKAGE

\$200 for Family Level Members and above; \$250 for Non-Members

Package Includes:

- Invitations and Envelopes
- Tableware
- Birthday hat decorating activity
- Choice of Child's Art Activity
- Party Facilitator
- Use of the AMA's classroom and AMAzing Space for 2 hours
- Set up and clean up for all activities and decorations

SUPER BIRTHDAY PACKAGE

\$250 for Family Level Members and above; \$300 for Non-Members

Package Includes:

- All items listed in the Happy Birthday Package PLUS
- Party Decorations
- 1-1/4 Sheet Birthday Cake and 3-2 liter bottles of soda

SUPER DUPER BIRTHDAY PACKAGE

\$300 for Family Level Members and above; \$350 for Non-Members

Package Includes:

- All Items in the Happy Birthday and Super Birthday Packages PLUS
- Party favor bags and balloons for each guest

____ All party levels have the option of purchasing a personalized party banner for \$30.

Art Activity (check 1): ____ Spin Art ____ Sidewalk Chalk Drawing

Renter will provide:

- All decorations not provided by the Museum including personalized or themed decorations, plates, napkins, tableware, and table coverings. All decorations must be approved by the Museum.
- Set-up and clean-up of all decorations and activities not provided by the Museum.
- All food and beverages not provided by the Museum. All activities and entertainment provided by Renter must be approved by the Museum.

Renter Signature: _____ Date: _____

Museum Representative: _____ Date: _____

Total Due: \$ _____ Deposit: \$ _____ Date Paid: _____

Balance Due: \$ _____ Date Balance Due: _____

Balance Paid: \$ _____ Date Paid: _____ Total Paid: \$ _____