



## AMAZing Birthday Party Application & Rental Agreement

The Albany Museum of Art offers birthday party packages for up to 20 children, ages infant to 15 years old, customized to each age group. This rental agreement is for the use of the Museum's classrooms and AMAzing Space for a 2.5-hour period. The Museum will honor rental requests on a first-come, first-served basis with receipt of the completed agreement and a 50% deposit. The remaining balance is due no later than **one week** before the event. Parties booked less than two weeks in advance require payment in full. Refunds will be made only if cancellation is made not less than **10 business days** before the scheduled event. Fees will not be prorated for any decorations, food, beverages, and/or activities provided by Renter. Please contact Annie Vanoteghem at 229.439.8400 or [annie.vanoteghem@albanymuseum.com](mailto:annie.vanoteghem@albanymuseum.com) to get started planning your party!

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

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Party Theme: \_\_\_\_\_ Desired Art Project: \_\_\_\_\_

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

Phone: \_\_\_\_\_

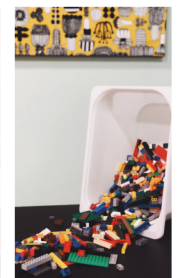
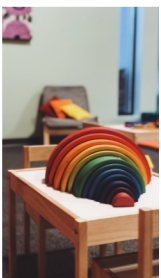
Event Date/Time: \_\_\_\_\_

Number Children Attending: \_\_\_\_\_

Number Adults Attending: \_\_\_\_\_

Age Range of Children: \_\_\_\_\_

## A M A Z I N G S P A C E



## Pricing

\$200 for AMA Members at Family Level or higher

\$250 for Non-Members

### Your party includes:

- Exclusive use of AMAzing Space and classrooms for 2.5 hours.
- Party facilitator to be available at your rental start time.
- Age-appropriate art project and supplies for children led by your facilitator.
- Assistance setting up and breaking down party (within your 2.5-hour time frame. There is an additional charge for going overtime). Tables will be set up by AMA employees 10 minutes before your rental start time.
- Use of warming ovens, ice machine, and fridge.
- Gallery tour/lesson from a museum educator is available for an additional \$20 fee.



Renter will provide: All decorations, including personalized or themed decorations, plates, napkins, tableware, and table coverings. All decorations must be approved by the AMA. All food and beverages. All activities and entertainment provided by renter must be approved by the AMA during consultation. Renter is permitted to provide music, but sound must not travel into lobby or gallery space. Food is permitted to be set up in the small classroom, that connects AMAzing Space and the main classroom. Loose glitter or confetti is not permitted. Decorations that adhere to the wall with anything stronger than scotch tape are not permitted.

### Museum Rules and Policies:

It is our privilege to ensure that your child has a wonderful experience at the Albany Museum of Art, and it is our great responsibility to care for the works of art that have been entrusted to us. Please, adhere to the following museum rules during your birthday party at the AMA. Children must be supervised at all times. No security can take the place of adult supervision. Please have fun with, and supervise, your children. Children under 18 are not permitted to enter the AMA or remain in the AMA without adult supervision. Adults are classified as anyone 18 and older. The AMA asks that adults stay with children at all times. Children are not permitted in the AMA's exhibit areas without adult supervision.



## AMAZing Birthday Party Rental Agreement

I, \_\_\_\_\_ agree to the above terms to rent The AMA's AMAzing space and classroom for the total price of \_\_\_\_\_ on the date of \_\_\_\_\_.

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

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

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

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

Total Due: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_ Date Balance Due: \_\_\_\_\_

Balance Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Details/Notes/table layout: