



## AMAZING Birthday Party Application & Rental Agreement

The Albany Museum of Art offers birthday party packages for up to 20 children, ages infant–15 years, customized to each age group.

### Your party includes:

- Exclusive use of AMAZING Space and classrooms for 3.5 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 3.5-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.

Pricing: \$200 for Donors at Reciprocal level or higher; \$250 for Artist Guild or non-donors.

- Full payment is due at the time of booking.
- Reservations are confirmed on a first-come, first-served basis upon payment.
- Cancellations must be made at least 10 days prior to receive a refund.
- Fees are not prorated for decorations, food, beverages, or renter-provided activities

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. Loose glitter or confetti is not permitted. Decorations that adhere to the wall using 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 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.

# APPLICATION & RENTAL AGREEMENT

## Contact Information

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

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

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

AMA Donorship Level: \_\_\_\_\_

## Party Information

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

Party Theme: \_\_\_\_\_

Desired Art Project: \_\_\_\_\_

Event Date & Time: \_\_\_\_\_

Number of Children (max 20): \_\_\_\_\_

Number of Adults: \_\_\_\_\_

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



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

Details/Notes/table layout: