



Birthday Party Agreement

This completed contract, along with the non-transferable birthday party fee of \$200 is required to secure a booking. Birthday parties are only booked at least one week in advance of the event date. Bookings made less than the one week notice are subject to an additional \$50 last minute fee. We do not accept days of bookings.

Birthday Party Information

Name of Birthday Party Child(ren): _____ Age(s) will be turning: _____

Date Scheduled: _____ Day of week: _____

Party Host(s): _____

Estimated Number of Guests Children: _____ Adults: _____

Kids Discovery Station requires a ratio of at least 1 adult for every 5 children

Contact Information

Address: _____ City: _____

State: _____ Zip Code: _____

Phone number: _____ Email Address: _____

How did you hear about us? _____

What is included in your party:

Kids Discovery Station provides one or two rooms, depending on which package was booked. The room(s) will be fully decorated. Every birthday party package includes one guided craft and one guided scavenger hunt by museum staff. Museum staff will help Party Host(s) with set up 30 minutes before the

party and break down 30 minutes after party, including help with transporting food and supplies from and to your car.

Book your party

1. Select your time slot:

Tuesday – Friday

- ☐ 11:30am (private room 11:30am-1:30pm, play time 11:30am – closing)
- ☐ 2:30pm (private room 2:30pm-4:30pm, play time 2:30pm – closing)

Saturday – Sunday

- ☐ 10:30 am (private room 10:30am-12:30pm, play time 12:30pm – closing)
- ☐ 2:30 pm (private room 2:30pm-4:30pm, play time 2:30pm - closing)
- ☐ Full Day Rental (10:30am - 4:30pm)

2. Select your package

Small Party (one room, reserved for two hours, one guided craft and a scavenger hunt, free play rest of the day)

- ☐ \$200 Non-Member ☐ \$170.00 Member

Large Party (2 rooms, reserved for two hours, one guided craft and a scavenger hunt, free play rest of the day, up to 25 persons)

- ☐ \$400 Non-Member ☐ \$340 Member

Full Day Rental (one room, reserved from 10:30am to 4:30pm, one guided craft and a scavenger hunt, free play rest of the day, only available on weekends, up to 50 persons)

- ☐ \$400 Non-Member ☐ \$310 Member

Optional Add-Ons (please only select one)

\$25 for regular birthday parties - \$50 for large birthday parties

- ☐ Face Painting
- ☐ Slime Making (children 5 ages and over)

3. Select your Birthday Theme (Every theme comes with its own exclusive scavenger hunt activity)

☐ **Princess**

Decorations:



Craft: Princess Wands and/or Knight Shields



☐ **Adventure**

Decorations:



Craft: Binoculars



☐ **Dinosaur**

Decorations:



Craft: Build your own dinosaur



☐ **Generic Happy Birthday**

Decorations:



Craft: Birthday Hats



☐ **I will provide my own decorations**

Date for decoration drop-off: _____

Please refer to the decorations guide on tips on which decorations to bring as we cannot supplement decorations for custom themes.

The craft and scavenger hunt I am choosing are: (see examples above)

☐ Princess ☐ Adventure ☐ Dinosaur ☐ Generic Happy Birthday

4. Drop off the completed form at Kids Discovery Station (350 W Yosemite Ave, Merced, CA 95348) or send it to info@kidsdiscoverystation.org
5. A Staff Member will confirm the date and time availability with you. Upon availability confirmation, we will charge you and you will be all set for your birthday party!

Kids Discovery Station Birthday Party Policies

By initialing each section you are agreeing to Kids Discovery Station policies. All sections must be completed or your request will be considered incomplete and will not be processed.

Time Policies:

- You will have the private party room for two (2) hours, unless you selected our Full Day Rental.
- Your party starts at the start time you selected, NOT when your guests arrive. Please make sure to mention on your invitation for guests to be on time.
- You are allowed to arrive *only* 30 minutes prior to your party start time to set up the room.
- You are allowed to arrive *only* 30 minutes after the end of your two hours.
- Any additional time you spend in the room after your two hours end is subject to a surcharge of \$100 per hour.

Please Initial: _____

Decorations and Supplies Policies:

- Latex Balloons are not allowed at the facility, due to its choking hazard and allergic reactions. Foil Balloons are allowed.
- We do not provide helium.
- Only candles on the birthday cake are allowed. Glitter, confetti, or any other candles are not permitted.
- We do not allow window or ceiling decorations.
- We cannot supplement decorations for custom themes. Please provide enough decorations to fill the room. We only provide fabric tablecloths for custom parties.
- All decorations are provided for our offered themes.

Please Initial: _____

Food and Beverage Policies:

- You are allowed to bring any food that is nut free.
- Food must be ordered before arrival and deliveries should arrive within the 30 minutes of your setup time. If your food arrives late, the party time will not be able to adjust accordingly.
- You are allowed to bring any drinks that are alcohol-free.

- Kids Discovery Station will not provide utensils or food serving supplies, all supplies will be provided by the birthday family.
- Food and Drinks are only allowed in the party room.
- Guests are responsible for taking any food left.
- We do not allow grills or cheffing dishes which require a flame. No open flames other than birthday candles are allowed.

Please Initial: _____

Community Codes:

- Kids Discovery Station is a public building. All visitors deserve respect and the opportunity to enjoy the exhibits in a fun and peaceful environment. If the community codes are not followed, your group may be asked to leave.
- ***Children must be supervised by a grown-up at all times upon entering the museum exhibits.***
- Kids Discovery Station is a “device-distraction free” facility so parents enjoy quality time with their children.

Please Initial: _____

Final Count/Payment:

- In the case that you have up to 3 more guests show, you or your guests will need to cover our regular admission cost of \$7 per person. If you have more than 3 extra guests, your party will be upgraded to a large birthday party and is subject to an additional \$200.
- Parties may be rescheduled at no extra cost with at least 7 days notice depending on availability.
- Any bookings made in less than one week are subject to the \$50 last minute fee.
- Payment is due at the time of booking. Birthday party reservations are NOT BOOKED until the payment has been received AND a confirmation email has been sent by a Kids Discovery Station staff member.
- Cancellations must be at least one week before your birthday reservation, and you will receive a refund of 50% of the paid amount. Any cancellations made less than one week before the birthday reservation will forfeit the refund.

Please Initial: _____

General Information/Policies:

- **Hazardous Material** – Client agrees not to bring on to the premises any material, substance, equipment or object which is likely to endanger the life of, or cause bodily injury to any person or property or which is likely to constitute a hazard.

- **Conduct** – The conduct of all event participants while on Kids Discovery Station property shall be the responsibility of the Client. Client also accepts all responsibility for any injury to person(s) or property, or loss of or damage to the property or theft of personal property during the rental period, or resulting there from. Failure by any individual or group to follow all applicable rules and regulations will be cause for eviction. Kids Discovery Station retains the right to evict objectionable persons from the premises. Repeated violations may result in denial of future reservation requests.
- **Indemnity** – Client shall release, indemnify, and hold harmless, Kids Discovery Station, its agents, officers, or employees from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever to all persons, whether agents or employees of the Client or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to resulting from, arising out of occurring in connections with, the use by the Client of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses, including reasonable attorney’s fees.
- **Smoking** – Smoking is prohibited inside and around Kids Discovery Station.
- **Parking** – A complimentary self-park parking lot is available.
- **Public Relations** – All printed materials, media announcements and other public relations communications relating to the event is subject to the approval of Kids Discovery Station before they are in the final printing or distribution stages.
- **Lost or Damaged Personal Property** – Kids Discovery Station assumes no responsibility for the damage or loss of any articles left on Kids Discovery Station property prior to, during, or following the event. Any items left behind will be held at Kids Discovery Station for pickup for up to two (2) days after the event.
- **Damaged Kids Discovery Station Property** – The client will be responsible for any damage to Kids Discovery Station property and will be charged for any/all damages to the credit card on file for the event.

I have read and understand the Kids Discovery Station Policies:

Signature: _____

Printed Name: _____

Title: _____ **Date:** _____

For further questions please contact us:

350 W Yosemite Ave
Merced, CA 95340

Phone: (209) 580 - 4070

Email: celine@kidsdiscoverystation.org Website: kidsdiscoverystation.org

Transaction Form

Today's Date: _____

Credit Card (fill-in box below):

Please charge my credit card:

Amount: _____

Name (as it appears on the credit card): _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Card Number: _____ CVC: _____ Expiration Date: _____

Card Type (please choose one): ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Signature for credit card payment: X _____

Custom Theme Decorations Guide

To help your custom-themed birthday party look its best, please review the guidelines below. These will ensure your decorations are complete, safe, and ready for celebration!

What We Provide

- Fabric tablecloths for all guest tables
- A clean, open party room with three large walls available for décor
- We will decorate the room with your provided decor
- You are allowed to access the room 30 minutes prior to the party for any other needed setup (such as food and drinks)

What You Must Bring

To achieve a fully decorated and themed look, please provide:

Note: There are 2 large

- A backdrop for the main wall (recommended minimum size: 5–7 ft wide)
- Wall decor:
 - Birthday Banner
 - Posters
 - Peel-and-stick decals (we use tacks and sticky dots to put up wall decor)
- Decorations for all three walls so the room feels complete (most families bring 3–5 items per wall)
- Table centerpieces for each table
- Any themed props, stands, or small decor items you'd like displayed
- Food, drinks, plates, cups, napkins, utensils, and any other serving items you may need

Decorations We Do *Not* Allow

For safety reasons and to protect our exhibits:

- No latex balloons (mylar/foil balloons are allowed)
- No ceiling decorations
- No window decorations
- No confetti, glitter, or loose sequins
- No live flame or sparklers (only birthday cake candles are permitted)

Tips for a Complete Look

- Plan for enough decorations to fill the walls—think large statement pieces, banners, or layered wall sets.
- Table centerpieces make a big difference; many guests use themed buckets, character cutouts, or balloon weights (non-latex).
- Ensure all wall decor is easy to remove or can be attached with tacks or sticky dots
- Please label the bag or box you drop off your decorations in with your name and date of your party

Setup & Cleanup

- You will have 30 minutes before your party starts time to set up anything you would like to add to the room.
- All food items must be fully removed at the end of your party.