

Illinois State Museum Birthday Parties

Cost: \$75 for non-members (Family/Household & up), \$50 for members

Includes:

- Private use of Resource Room (classroom) for 90 minutes plus 30 minutes of set up before and 30 minutes of clean up after the party.
- Use of exhibits and *Play Museum* plus a pre-printed scavenger hunt with clipboards and pencils provided.
- Coupon for one free adult entry for each child in attendance.

Hours: Birthday parties may take place during the Museum's regular hours. Party guests may use the *Play Museum* during its regular hours.

Museum Hours

Monday – Saturday: 9:00 a.m. – 4:30 p.m.
Sunday: 12:00 – 4:30 p.m.

Play Museum Hours

Monday – Saturday: 10:00 a.m. – 4:00 p.m.
Sunday – 1:00 p.m. – 4:30 p.m.

Usage Details: All clean up must take place immediately following the party. The room must be returned to the same condition it was in before the party. The Museum will provide trash receptacles.

Food and drink is allowed only in the Resource Room. Decorations may be affixed to the corkboard wall with pushpins only. Dry erase markers may be used on whiteboard wall. The Museum will provide pushpins and dry erase makers. All other decorations must be freestanding (no tape). The Museum will not be responsible for all belongings left unattended in the Resource Room during its use.

The *Play Museum* is not reserved exclusively for the party participants. Your group may have to wait until there is enough room to use the space, or visit in smaller groups. The Museum will not schedule other groups during your party time.

If damage is caused to the Museum or causes the Museum to incur cleaning costs, applicant will be charged the full cost of any repairs and/or additional cleaning that the Museum reasonably determines should be incurred.

The applicant agrees to hold the Illinois State Museum, its employees, director, governing board and State of Illinois harmless of all claims which arise out of the applicant's use of the facilities except to the extent that such claims arise. In the event the facility becomes unavailable due to circumstances beyond the Museum's control, the applicant will be refunded. The Museum will not be liable for any loss due to cancelation of this agreement.

Contact Information

If you have questions about your party, please contact Kate Suits at kate.suits@ismsociety.org or (217) 782-5993.

Birthday Party Reservation Form

If you have not already confirmed the date with the Museum, please contact Kate Suits at (217) 782-5993 or kate.suits@ismsociety.org to make sure your selected date is available before submitting this form.

Name: _____ Birthday Person Name: _____

Phone: _____ Email: _____

Address, City, Zip: _____

Party Date: _____

Party Start Time: _____ (party and set up must be during Museum hours)

Estimated number of children: _____ Age range of children: _____

Estimated number of Adults: _____

Cost: \$75 Nonmember \$50 Museum Society Member (Family/Household level & up)

Make checks payable to: Illinois State Museum Society

I have read and agree to the attached usage details and requirements.

Signature

Date

Please send the this form and payment at least two weeks in advance to:
Illinois State Museum Society
Attn: Kate Suits
502 S. Spring St.
Springfield, IL 62706