

## Themed Party Rental Policy

**Starting Rates:** \$250 non-members, \$200 members, \$25 per additional 30 minutes, \$5 per additional child after 15 (maximum of 10 additional children)

### Includes:

- Private Party Room (Resource Room) access for 90 minutes of party time plus 30 minutes of set up before the party
- Goody bags for 15 children (maximum of 10 additional children)
- Guided craft station
- Museum bingo activity
- Society Staff Party Pal
- Party materials, including plates, napkins, cups, cutlery and tablecloths, and other decorations
- Party materials already set up for you!

**Hours:** Parties may take place any day the *Play Museum* is open. Party guests may use the *Play Museum* during its regular hours. Themed parties may not last longer than 2.5 hours. Please see suggested 90 minute time blocks below.

### Morning Party Time

Monday - Saturday  
10:00 a.m. - 11:30 a.m.

### Afternoon Party Time

Monday - Sunday  
1:30 p.m. - 3:00 p.m.

**Usage Details:** The Resource Room may be used for 90 minutes of party time. Host families may arrive up to 30 minutes before the party for set up. Themed Parties can last up to 2.5 hours if requested and purchased prior to the event. A designated Party Pal will set up party decorations and activities for Themed Parties prior to the party's established start time. Clean up will take place immediately following the party by the Party Pal. Host families and their guests are expected to dispose of food waste in the provided trash receptacles. The Museum Society does not provide food.

Unless resources for more children are requested and purchased, the Museum Society will provide party materials for 30 total guests including goodie bags and crafts supplies for 15 children. Please note 30 total guests also includes the Host Family. Infants and toddlers under 3 years of age, not participating in crafts or receiving a goody bag, are exempt from additional charges. Charges for additional children are not refundable regardless of attendance.

Food and drinks are not allowed outside of the Resource Room. Alcohol is not prohibited. Food and drinks that require outside heating or warming appliances are not recommended. Please no pressure cookers, hotplates, or sterno cans. The Museum Society does not provide serving utensils. Ice cream can be held in a freezer with staff assistance. Party Pals are not permitted to serve food or cut cake.

Decorations will be provided by the Museum Society. At minimum, these decorations include a personalized party banner, table cloths, paper plates, napkins, forks, and cups. All provided decorations must remain in the classroom throughout the duration of the party. The Host Family is welcome to bring additional freestanding decorations.

The Museum Society will provide 15 goodie bags or more (to a maximum of 10 extra) if requested and purchased by the Host Family. The Party Pal will supervise a themed craft station inside the Resource Room. This craft station will be available through the first hour of the party. Provided dry erase markers may be used on the whiteboard wall throughout the party.

The *Play Museum* is available for use during the party, but is not reserved exclusively for the party participants. Children must have adult supervision at all times in the *Play Museum* and throughout the Museum.

If damage is caused to the Museum or causes the Museum or Society to incur cleaning costs, the applicant will be charged the full cost of any repairs and/or additional cleaning that the Museum and Society reasonably determines should be incurred. The Museum and Society are not responsible for belongings left unattended in the Resource Room or Play Museum during its use.

A non refundable deposit of \$50 is due at the time of booking your party date. The deposit comes out of the total cost of the party and is not an additional fee. Host families are required to submit the final payment for their party at least two weeks prior to the set event date. Themed Parties are not eligible for last minute booking.

Applicants agree to hold the Illinois State Museum and Illinois State Museum Society, their employees, directors, governing boards 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.

**Cancellation:** In the event the facility becomes unavailable due to circumstances beyond the Society's control, the applicant will be refunded in full. In the event a Host Family wishes to cancel their party, the Society will retain the \$50 deposit. The Society will not refund any portion of payment if cancellation is initiated by the Host Family within 2 weeks of the set party date. The Society will not be liable for any loss due to cancellation of this agreement.

**Contact Information:**

If you have questions about your party, please contact Gabby Antonacci at [gabriella.r.antonacci@illinois.gov](mailto:gabriella.r.antonacci@illinois.gov) or (217) 782-5993.