

## **Illinois State Museum Birthday Parties**

**Cost:** \$75 for non-members, \$50 for members

**Includes:**

Private use of Resource Room (classroom) for 90 minutes plus 30 minutes of set up before the party

Use of exhibits and *Play Museum* plus a pre-printed exhibit bingo with clipboards and pencils provided.

**Hours:** Birthday parties may take place Tuesday through Saturday while the *Play Museum* is open. Party guests may use the *Play Museum* during its regular hours.

Play Museum Hours

Monday – Saturday:

9:00 a.m. – 3:30 p.m.

Sunday:

12:00 p.m. - 3:30 p.m.

Birthday Rental Hours

Tuesday – Saturday:

9:00 a.m. – 3:30 p.m.

**Usage Details:** The Resource Room may be used for 90 minutes, with 30 minutes before the party available for set up. 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. The Resource Room has a capacity of 35 people (including the hosts).

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). Open flame birthday candles are strictly prohibited within the Museum.

The *Play Museum* is available for use during the party, but is not reserved exclusively for the party participants. The *Play Museum* has a capacity of 30 people (including the hosts). Your group may have to wait until there is enough room to use the space, or visit in smaller groups depending on Museum attendance on that day. The Museum will not schedule other groups during your party time. Children must have adult supervision at all times.

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 Museum will not be responsible for all belongings left unattended in the Resource Room during its use.



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 Gabby Antonacci at [gabriella.r.antonacci@illinois.gov](mailto:gabriella.r.antonacci@illinois.gov) or (217) 782-6044.

**Birthday Party Reservation Form**

If you have not already confirmed the date with the Museum, please contact Gabby Antonacci at 217-782-5993 or [Gabriella.R.Antonacci@illinois.gov](mailto:Gabriella.R.Antonacci@illinois.gov) 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 this form and payment at least two weeks in advance to:  
Illinois State Museum Society  
Attn: Gabby Antonacci  
502 S. Spring St.  
Springfield, IL 62706