

## GUIDELINES FOR EVENTS AT THE PENSACOLA CHILDREN'S MUSEUM

- I. FEES -**
- |                      |   |
|----------------------|---|
| Basic Party:         | \$100.00 for 1½ hours                             |
| Themed Party:        | \$250.00 for 1½ hours for up to 16 children       |
| Additional Children: | \$6.00 per child (applies to Themed Parties only) |

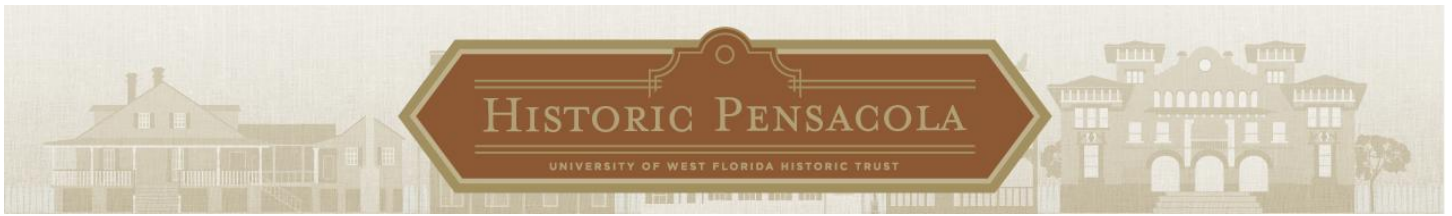
Each additional hour or part thereof, will be billed at \$75.00/hr. All fees must be paid two (2) weeks prior to the event. Additional time may be added but will not be refunded.

**2. DEPOSIT** – Along with a signed rental agreement, a \$50.00 deposit is required to hold your date and as security for the faithful performance by the Renter, and is due upon execution of the agreement. **The deposit will be refunded (by mailed check) on the month following the event provided that no damages have occurred, the premises are left clean and in acceptable condition, and time limits are not exceeded.** The deposit is refundable if this agreement is cancelled up to two (2) weeks prior to your scheduled event. Upon reaching the (2) week period, the deposit is no longer refundable for cancellations.

**3. THEMED PARTY** – In addition to the “Basic Rental” fees, a \$150.00 “Themed” fee will be charged if this option is selected. Themed parties receive decorations, cake, drinks, set-up & clean-up services, and invitations included for up to 16 kids. Additional themed supplies for more than 16 kids are available for an additional fee of \$6.00 per child. **An additional \$25.00 cake fee will be charged to “Themed” parties that are cancelled less than 2 weeks from the party date.** All theme party fees are due at contract signing.

**4. SPACE** – This contract only entitles the renting party exclusive use of the first floor gallery, “Discovery Gallery” and the first floor party room, “Party Central” for the agreed time. The second floor of the museum along with the museum’s restroom facilities and gift shop will remain open to the general public. Birthday Party/Event guests are more than welcome to utilize these other facilities with the general public during regular hours.

**5. CONDUCT** – Because of the value of the collections and materials in the museum, the Renter agrees to maintain order and proper conduct. Such shall be the responsibility of the individual(s) sponsoring the event and the organization(s) which they represent. A staff member or “party host/hostess” of The Pensacola Children’s Museum (PCM) & UWF Historic Trust (UWFHT) will be present at all times during your function and is available to answer any questions that you might have. The staff person “host/hostess” is the final authority on any questions or restrictions during a birthday party or event.



**6. EQUIPMENT** – UWFHT will provide chairs and tables for the “Party Central” room for up to 25 children, which includes 5 round child tables and 1 six foot long table for cake & food presentation. We do not provide other equipment such as trash bags or cans, cakes, drinks, party favors or decorations for basic parties. All such requirements are the responsibility of the person(s) or organization(s) concerned. In addition, all arrangements for the delivery of equipment or setup activities by caterers, musicians, florists must be coordinated in advance with the staff of the PCM (850)595-5985 ext. 112.

**7. TIME AVAILABILITY** – The museum is available for rent from 10:00 a.m. until 8:00 p.m. (All parties/events must be completed by 8:00 p.m.), Monday through Sunday on a first come first serve basis. This includes any time needed to set up prior to your event. Your basic rental of the Pensacola Children’s Museum provides you with 1.5 hours only. All set-up time, event time, and clean-up time is to be conducted within the 1.5 hours. Additional time may be purchased as noted above.

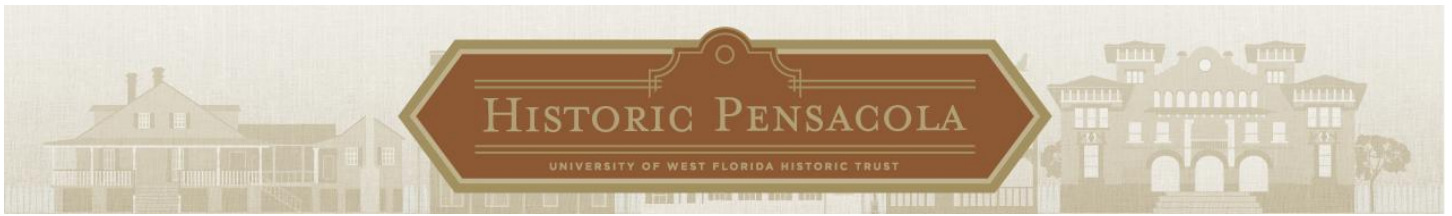
**8. CLEAN UP (Basic Parties Only)** – ALL TABLES AND CHAIRS MUST BE WIPED DOWN AND RETURNED IN THE SAME MANNER AS WAS FOUND BEFORE THE BEGINNING OF THE BIRTHDAY PARTY/EVENT SET-UP. ALL TRASH MUST BE PICKED UP AND REMOVED FROM THE PREMISES AND THE “PARTY CENTRAL” MUST BE SWEEPED FOLLOWING THE BIRTHDAY PARTY/EVENT. IF DRINKS HAVE BEEN SPILLED, THEY MUST BE CLEAN APPROPRIATELY AND NOT LEAVE A STICKY RESIDUE.

**9. FOOD & DRINKS** – All food and drinks (Child & Adult) must be kept within the “Party Central” room.

**10. DECORATIONS** – All decorations must be kept within the “Party Central” room. Nothing may be pinned, nailed, stapled, tacked or taped on the walls or windows of the “Party Central” room. There is a large pin board and magnetic dry eraser board available for use in the “Party Central” room. Balloons must be held down with weight unless otherwise discussed and agreed to by the PCM staff. The use of glitter and confetti are NOT allowed either inside or outside the museum. ALL decorations must be removed immediately after your event.

**11. SMOKING** – BY STATE LAW, SMOKING IS NOT PERMITTED IN THE MUSEUM NOR IS IT PERMITTED WITHIN 100 FEET OF THE MUSEUM ENTRANCE.

**12. ALCOHOL** – Alcoholic beverages may not be served at the museum.



**13. THERMOSTAT SETTINGS** - The museum's climate control system is engineered to provide an ideal environment. No adjustments can be made to the temperature. Event-related personnel should be advised to keep the doors closed at all times to avoid drastic changes in temperature.

**14. ADDRESS** - The street address of the Pensacola Children's Museum is: 115 East Zaragoza Street, Pensacola, Florida, 32502 should you wish to use it on invitations.

**15. EXCEPTIONS** - Any exception to these rules must be negotiated with UWFHT and the coordination staff of the PCM.

**16. EVENT COORDINATION & PARKING** - Many special events are held in the downtown Pensacola area. Any event involving a number of guests which may conflict with the normal flow of activity of traffic in the area must be coordinated with the City of Pensacola Police Department. It is suggested that you also check with the Pensacola Area Chamber of Commerce, the City of Pensacola Parks and Recreation department, and the Visitor Information Center for other scheduled events which may occurring on the day of your event. UWF Historic Trust does not provide or guarantee any parking spaces, and has no authority regarding City of Pensacola street closures on the day of the event.