



## Swedish American Museum

### Birthday Party Room Rental for Brunk Children's Museum of Immigration Rules for Use

Thank you for hosting a birthday party at the Swedish American Museum! The host will have access to the Children's Museum and a party room (classroom) for a total of 2 ½ hours. The first 30 minutes will be for set-up and the last 30 minutes will be for clean-up. The host's party guests will have access to the party room and to the Children's Museum for 1 ½ hours.

**For parties during our normal open hours, the party may include up to 8 children and up to 16 total guests, including adults. The cost is \$200 for members and \$275 for nonmembers. For private parties taking place before the Museum opens, the party may include up to 15 children and up to 30 total guests. The cost is \$325 for members and \$400 for nonmembers. For private parties after we close, the party may include up to 15 children and 30 total guests. The cost is \$375 for members and \$450 for nonmembers.**

A **\$50 deposit** is required with the reservation, and the remaining balance is due by the Friday before the event. A Family Membership is \$65 for a 12-month period.

Food is allowed but must be prepared in a commercial kitchen, i.e. purchased from a restaurant or a store. No homemade food is allowed. No alcohol is allowed. All food and drink must be served and consumed in the party room; absolutely no food or drink are allowed in the Children's Museum.

A docent will be on duty to supervise the Children's Museum. In addition, please provide one adult for every five children to supervise the party. **Children should not be left unsupervised in the Children's Museum.**

It is the responsibility of the host to leave the rented space in the same condition it was found. A broom and dust pan, paper towels, and surface cleaner will be made available. Host will be charged \$30 if the rental space is not left in the same condition it was found. This includes wiping tables, sweeping floor and cleaning any marks on the floor. The host is responsible for the care and maintenance of all museum property. The host will be charged \$100 for every hour that they or guests are on the premises after designated time.

The host shall be responsible for the conduct of all guests on the Museum's premises or as a consequence of having been present at the event. It is understood that the use of the Swedish American Museum premises by the host, if granted, is in the nature of a license and is neither a lease nor partnership.

We hope that you will enjoy the Museum space and that, along with us, you respect our mission to keep our exhibits in good condition for future visitors.

I have read and agree to these rules.

Name: \_\_\_\_\_ Date of event: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_