



# Birthday Party Booking Contract and Information

**Hearst Center Youth Birthday Parties are educational and fun! Please read the following guidelines, regulations, and FAQs. Fill out the attached form to submit to our Education Coordinator for evaluation. Staff will follow up to discuss details.**

**Education Coordinator: Angie Hickok, [angie.hickok@cedarfalls.com](mailto:angie.hickok@cedarfalls.com), (319) 268-5504**

**Booking Availability:** Saturdays or Sundays from 1:30-3:30, Education Coordinator will confirm specific date availability.

**Cost:** \$140 for up to 15 participants. Additions may be added at \$8/child. Limit 25 participants total. Additional participants may be added until 48 hours before reservation to ensure we have enough supplies and staffing for the event. Payment is due at time of registration.

**What is included in a Hearst Birthday Party?** Use of our classroom space, a chosen party theme with our art instructors providing art activities for attendees, and completed art projects to take with. Staff can conduct a gallery tour if desired and previously arranged. Education Coordinator can talk with you about ideas and what is feasible for our arts education staff.

**Hearst Arts Education Staff directed arts activity:** Designed for children 3-12 years of age. Speak to Education staff if you have special needs to see if we can accommodate.

**Food:** The Hearst Center does not provide or serve food for birthday parties. Party hosts can have pre-arranged access to our kitchen and are welcome to provide their own refreshments. The Hearst Center does not provide decorations, beverages, place settings, or napkins. Party Hosts are responsible for providing for the individual dietary or medical needs of their guests. The Hearst Center strongly suggests that Party Hosts take careful note of any special needs before planning refreshments or activities during the event. ***Alcohol is not permitted.***

**Cancellation:** Cancellations made within 24 hours of reservation will receive 100% of payment refunded. After 48 hours this drops to a 75% refund. Cancellations 1 week before the event will receive a 50% refund of their payment. Cancellations made 3 days before the event will not receive a refund. See refund chart on page two. To cancel a birthday party reservation, call the Hearst Center at 319-273-8641 with your name, birthday child's name, reservation date, and cancellation reason. The Education Coordinator and/or Education Assistant will contact you to confirm the cancellation and discuss refund options (if eligible).

**Additional Regulations:** At least one adult for every 8 participants must be present. The Hearst Center staff will present and lead art activities. Party Hosts will be responsible for leading and supervising all other non-art activities. Party hosts may decorate and have access to the classroom from 1-1:30pm if desired and previously arranged with the Education Coordinator. Reservations must be made at least two weeks prior to the party date. Parties must end by 3:30pm.



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## Booking Request & Agreement Form

Name of Birthday Child: \_\_\_\_\_ Age will be: \_\_\_\_\_

Party Host: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Reservation Date Request: \_\_\_\_\_ Number of participants: \_\_\_\_\_

Theme: \_\_\_\_\_

Art Activity: \_\_\_\_\_

Party Host Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

Education Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Information: \_\_\_\_\_

| <b>Cancellation<br/>Notice Given</b>      | <b>Eligible Refund<br/>Amount</b> |
|---|-----------------------------------|
| 24 hours after reservation is made        | 100% refund                       |
| 48 hours after reservation is made        | 75% refund                        |
| 1 week (7 days) before scheduled<br>event | 50% refund                        |
| 3 days before event                       | No refund                         |
| 2 days before event                       | No refund                         |
| 1 day before event                        | No refund                         |
| Day of event                              | No refund                         |

\*your signature acknowledges agreement to Hearst Guidelines & Regulations outlined in page 1. Hearst Center Staff will contact the party host if this reservation must be cancelled due to City closures for weather events or other unavoidable emergency occurrences.

### **Office use only - Staff Assigned & Party Notes:**