



Party At The Discovery Center!

PARTY PACKAGES

Celebration Party Package

| Party Size | Member Rate | Non-Member Rate |
|---------------------------------|--------------------|------------------------|
| Up to 15 children | \$75 | \$125 |
| Double Room (up to 30 children) | \$150 | \$250 |

Includes:

- Invitations
- Bouquet of 4 primary colored balloons (double balloons for Double Room)
- 45 Minutes in Party Room beginning at the time you book your party
- Unlimited Play in the Museum for the Birthday Group
- Additional children and adults will be charged at the current general admission rate of \$5.50
- Admission for 15 adults is included in the price of the package

Spectacular Party Package

| Party Size | Member Rate | Non-Member Rate |
|---------------------------------|--------------------|------------------------|
| Up to 15 children | \$275 | \$350 |
| Double Room (up to 30 children) | \$500 | \$600 |

Includes:

- Invitations
- Bouquet of 4 primary colored balloons (double balloons for Double Room)
- One Party Host (for party up to 15 children; Double room includes 2 party hosts)
- Birthday Cake
- Ice Cream Cups for each child
- Juice for Children
- Paper Products
- 45 Minutes in Party Room
- Unlimited Play in the Museum for the Birthday Group
- Additional children will be charged \$10.50 and adults \$5.50
- Admission for 15 adults is included in the price of the package (30 adults for the double package)

Piper's Nest Packages (NEW Special Private Party Room)

| | Member Rate | Non-Member Rate |
|--------------------|--------------------|------------------------|
| Celebration | \$125 | \$175 |

- Includes:** Invitations, Admission for 20 children & 20 adults into discovery center for unlimited play 1 hour in Party Room with Party Host and bouquet of 4 primary colored balloons
 Additional children and adults will be charged \$5.50 each

| | | |
|--------------------|--------------|--------------|
| Spectacular | \$350 | \$450 |
|--------------------|--------------|--------------|

- Includes:** Invitations, Admission for 20 children & 20 adults into discovery center for unlimited play 1 hour in Party Room with Party Host, Discovery Center birthday cake, ice cream cups & juice for each child, paper products. Additional children are \$10.50 each; additional adults are \$5.50 each.

A La Carte Options:

- @ Large Cheese Pizza \$9
- @ Large Pepperoni Pizza \$10
- @ Soda/Juice/Water setup \$1 each setting per person
- @ Party Room Host \$25
- @ Additional ½ hours of time can be booked for \$100 per ½ hour.

To book your party, a \$50 deposit is required and the completion of the attached request form



LOUISIANA CHILDREN'S
DISCOVERY
Center

Birthday Party Reservation Form

Please complete and return, with \$50 deposit, to:

Louisiana Children's Discovery Center

PO BOX 1765

Hammond, LA 70404

Email: info@lcdcofhammond.org OR Fax: 985-340-9156

FAMILY INFO:

Parent's Name _____

LCDC Member: _____ Yes _____ No

Address: _____

City/State/Zip: _____

e-mail: _____

Phone: _____

BIRTHDAY CHILD:

Name _____

Age on Birthday: _____

_____ Boy _____ Girl

Date of Birth: _____

Tell Us About Your Party!

Select your package:

- Celebration Double Celebration
- Spectacular Double Spectacular
- Piper's Celebration Piper's Spectacular

Special Request: _____

Date Requested: _____

Approximate Time Requested: _____

Indicate A La Carte Order:

- Pepp Pizza (qty) _____
- Cheese Pizza (qty) _____
- Ice Cream _____
- Drink setup _____
- Party Attendant _____
- Piper the Pelican _____

****You will receive an emailed confirmation letter once your party has been booked****

Payment: If you would like to pay your deposit by Credit/Debit card, please call us at 985-340-9150 to pay by phone or you may pay via PayPal online by visiting our website at www.lcdcofhammond.org, please mail or deliver your \$50 deposit. *If paying via PayPal, payment must be made within 24 hours of submission of party request form. If deposit is not received within 24 hours your reservation is incomplete and the room will NOT be reserved*

Please check your payment method: _____ Cash _____ Credit/Debit _____ PayPal _____ Check

Exclusions: If I exceed the included number of guests there will be an extra charge per person depending on the package I select. I will be charged \$____ for children and \$_____ for adults.

Party time: By initialing here _____ I understand that my party time indicates the time my party will begin in the party room. For example, if I select 2pm as the time of my party, then my party will begin promptly at 2pm.

OFFICE USE ONLY:

*Date/Time received: _____

Confirmation sent: _____

Invitations rec'd: _____

Reserved in Explorer: _____

PARTY ROOM RENTAL AGREEMENT

Scope of Agreement

This Party Rental Agreement is between the **LOUISIANA CHILDREN’S DISCOVERY CENTER, INC.** (herein referred to as “**LCDC**”) and _____, (hereinafter referred to as “**CLIENT.**”)

Fees and Deposits

The rental fee for your specific venue is described on the enclosed Attachment 1. The Total fee is due at the conclusion of your event.

Upon execution of this contract, a deposit in the amount of \$50.00 is due to hold the venue for your event. Please send your signed Agreement and deposit to:

Louisiana Children’s Discovery Center, Inc., PO BOX 1765, Hammond, LA 70401: Attn: Patti Tregle

The deposit is non-refundable and non-transferable but shall be applied to the balance of the total rental fee at the conclusion of your event. If cancellation occurs within one (1) week of the event, the full value of the event fees shall be due. If cancellation occurs prior to one (1) week before your event, you will forfeit the deposit.

Guest List and Event Requirements

We recommend you provide a list of all guests who will be attending the party at the LCDC two (2) days prior to your event. This will allow the LCDC to expedite check in for your party.

Guests are allowed to enter the LCDC any time during hours of operation the day of the scheduled party time and may stay after the scheduled party time as long as they would like; however, a child must be accompanied by an adult.

Indemnity

The Client shall hold harmless, defend and indemnify LCDC, its officers, employees, and agents from and against any and all claims, losses, causes of action, judgments, damages and expenses including but not limited to attorney’s fees because of bodily injury, sickness, disease or death, or injury to or destruction of tangible property or any other injury or damage resulting from or arising out of (a) performance or breach of this Agreement by Client; (b) Client’s use of the LCDC premises; or (c) any act, error, or omission on the part of the Client, or its agents, employees, guests, invitees or subcontractors except where such claims, losses, causes of action, judgments, damages and expenses result solely from the negligent acts or omissions or willful conduct of LCDC, its officers, employees, or agents.

Venue Requirements

The LCDC venue is a non-smoking facility.

Client agrees not to use any decoration that may or is likely to cause damage to the venue, contents of venue, or property (i.e., tape, nails, screws, candles, etc.). Client agrees that, no rice, confetti, or silly string will be used in the building or on the property; no birdseed will be thrown inside the venue; and no bubble machines or bubbles will be used anywhere inside the building.

Clean Up

LCDC shall be responsible for a general clean up of the venue prior to preceding the event. All property belonging to Client, Client’s invitees, guests and agents shall be removed by the end of the rental period. LCDC is not responsible for any property left behind by Client, Client’s guests, invitees, agents and subcontractors.

The Client is responsible for any and all damages to LCDC’s venue and surrounding site.

Acceptance

Upon signing of this Agreement, a fully executed Agreement will be in force.

I/We have read the above and accept the terms therein:

Client Signature

Printed Name

Date

Louisiana Children’s Discovery Center Inc.

Printed Name

Date



LOUISIANA CHILDREN'S
DISCOVERY
Center

Birthday Party Guest List

Not RSVP List, this is just a list of those you have invited.

Birthday child's name: _____

Parent Name: _____

Member: Yes No

Phone Number: _____

Party Details:

Date: ____ / ____ / ____

Time: _____

CHILDREN

Please list the name of each child (under the age of 13) who you have invited to attend your party

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

ADULTS

Please list any adults invited to the party.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Please check one:

- I agree that additional children not included on my guest list may attend my party. If my total number exceeds 15, I will pay an additional fee as per the package I have selected.
- I am restricting my guest list to the names listed above. I agree that any additional families will be charged regular admission to the LCDC of \$5 per person.

CHILDREN

ADULTS

Please list the name of each child (under the age of 13) who you have invited to attend your party.

Please list any adults invited to the party.

- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____
- 26. _____
- 27. _____
- 28. _____
- 29. _____
- 30. _____
- 31. _____
- 32. _____
- 33. _____
- 34. _____
- 35. _____
- 36. _____
- 37. _____
- 38. _____
- 39. _____
- 40. _____
- 41. _____
- 42. _____
- 43. _____
- 44. _____
- 45. _____

- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____
- 26. _____
- 27. _____
- 28. _____
- 29. _____
- 30. _____
- 31. _____
- 32. _____
- 33. _____
- 34. _____
- 35. _____
- 36. _____
- 37. _____
- 38. _____
- 39. _____
- 40. _____
- 41. _____
- 42. _____
- 43. _____
- 44. _____
- 45. _____