

Science and Discovery Center of Northwest Florida

Birthday Party Policy and Registration

Please Print:

Today's Date: _____

Party Date: _____ **Birthday Party Theme:** _____

Time (circle one): ** **Saturday 11:00 a.m. – 1:00 p.m.**

Inside Party Room: _____ ** **Saturday 2:00 p.m. – 4:00 p.m.**

Outside Party (Pavilion/Picnic Tables): _____ **Sunday 1:30 p.m. – 4:00 p.m.** (Private Party Only)
(open to decorate only at 12:45 p.m.)

Birthday Child's Name: _____ **Sex:** M / F **Age on Birthday:** _____

Parent/Guardian: _____ **Phone:** _____

Address: _____ **City:** _____ **State:** _____

Zip: _____ **EMAIL:** _____

Science and Discovery Center Member: Yes / No **Level:** _____ **Exp. Date:** _____

Approximate # of guests: Children (including birthday child) _____ **Adults** _____

Science and Discovery Center Birthday Party Policy: *Please read the following birthday policies and sign.*

Deposits and Payments: A \$50 (Regular/DIY party) or \$100 (Private party) reservation/security deposit is required to secure your reservation. The deposit will be held and reimbursed within 48 hours of the completion of the event, assuming there are no damages or outstanding fees. **The party fee is due one week prior to the event.** We accept cash, check or credit cards (Visa, MasterCard, American Express and Discover). There is a \$35.00 fee for any returned checks.

Cancellations and Refunds: Cancellations must be made two (2) weeks prior to party date in order for refund to be issued. A refund of the full amount minus the deposit will be mailed via check to the address listed on form. If you paid by Credit Card a 3% transaction fee will be deducted from your refund amount. If you need to reschedule due to illness or emergency, we will gladly offer an alternative party date.

Liability for Damages: We want the children to have a good time. We require that adults supervise the children at all times as they visit the Museum, Nature Trail and other aspects of the Science and Discovery Center. **All food and drinks are to be kept in the birthday party room and are not allowed in the exhibit areas. **If areas are left in array or party times are not adhered to, you risk the possibility of forfeiting your security deposit.**

I have read and understand the Birthday Party Policy. By signing below, I agree to abide to the above.

Parent/ Guardian Signature: _____ **Date:** _____

OFFICE USE ONLY

Payment Information:

\$ _____ Do-It-Yourself Party \$200.00
 \$ _____ Theme Party \$250.00
 \$ _____ Private Museum Party \$425 - Regardless of Membership Status
 \$ _____ 10% Member Discount (Theme Party Only)
 \$ _____ Add-Ons
 \$ _____ **Party Totals.**

Deposit Amount:	_____
Add-On Amount:	_____
Date Received:	_____
Amount Received:	_____
Method of Deposit:	CA CK CC
Amount Due:	_____
Balance Paid:	_____
Date Bal. Paid:	_____
Method of Bal. Paid:	CA CK CC

Thank you for choosing the Science and Discovery Center of Northwest Florida for your birthday experience!