FREDERIC REMINGTON
◆ ART MUSEUM ◆

303 Washington Street Ogdensburg NY 13669
fredericremington.org 315.393.2425

Contract for Remington Kid's Place

(All reservations will be taken by phone to check availability and will be directed to Kayli Harradine)

The Frederic Remington Art Museum's primary goal is to serve the public by offering public educational programming. The Museum is proud to rent its Children's Museum to the public for birthday parties. Kid's Place, the children's Museum is located at 323 Washington Street, Ogdensburg. Please note that:

- We limit the availability of the Museum for private parties to Saturday and Sunday mornings before we open, from 11am-1pm, and in the evenings on Saturdays and Sundays from 4-6pm.
- There is a flat rate of $135 for non-members of the Museum and $125 for Museum members, which includes the costs for opening and staffing the facilities for your private use, and art supply costs.
- We also require a refundable deposit of $70 at the time of booking, which will be returned the following Tuesday after your event, considering that the Museum was returned to its original state upon departure.
- All renters must return this contract and submit their payment/deposit (either $205 for non-members or $195 for members) at the very latest, the Friday before their event is to take place.
- There is a limit to the number of people in the party: For children under 4, only 10 people are allowed, and for children 5 and up only 15 people are allowed.
- If the required standards for supervision are not met, we will be responsible for calling in extra staff to supervise with the cost for staffing taken out of the $70 deposit.

Parents' Names: _____ **Birthday Child's Name:** _____
Address: _____
Phone: ( ) _____ - _____

Please read each item and initial the following boxes:

☐ • I agree to help supervise my event and will provide 1 adult for every 3 children (1-4 years of age) or 1 adult for every 5 children (5-12 years of age) (supervision includes enforcing regular rules, such as no running and no entry to off-limits areas).

☐ • I understand that if I do not meet the required standards for supervision $35 will be deducted from my $70 deposit.

☐ • I understand that I may arrive one half hour early to set up and that if I need more time, I can request it by calling the Museum, and that an extra half hour costs an additional $35.

☐ • I agree to return the Museum in the exact condition it was found in and that I am responsible in the instance that something gets broken with the cost of the item deducted from my $70 deposit.

☐ • I agree to provide all food, paper goods and decorations.

Approximate Number of Guests: Adults _____ **Children** _____
Age Group of Children Attending: _____-_____
Circle Day: Saturday/Sunday Fill in Date: ____/____/____ **Circle Time: 11am-1pm/4-6pm**

Please complete and return by mail or in person to the Frederic Remington Art Museum, 311 Washington Street, Ogdensburg NY 13669 with your payment and deposit of either $205 for non-members or $195 for members. **Signature:** _____ **Today's Date:** _____