



303 Washington Street, Ogdensburg, NY 13669  
fredericremington.org 315-393-2425

# Birthday Party Contract for Kid's Place

Call the Remington Museum first to verify availability!

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



- We limit the availability of Kid's Place for private parties to Saturday and Sunday mornings before we open from 11 am to 1 pm, and in the evenings on Saturday and Sunday from 4 to 6 pm.
- There is a flat rate of \$125 for Museum members and \$135 for non-members, which includes the costs for opening and staffing the facilities for your private use, and for art supplies costs.
- We also require a refundable deposit of \$70 at the time of booking, which will be returned the Tuesday following your event, provided that the children's museum was returned to its original state upon departure.
- All renters must return this contract and submit their payment and deposit (\$195 for Museum members or \$205 for non-members) no later than one week before their event is to take place.
- If required standards for supervision (see below) are not met, we will be responsible for calling in extra staff to supervise, with the cost of staffing taken out of the \$70 deposit.

Parent/Caregiver name(s): \_\_\_\_\_

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

Phone: \_\_\_\_\_

Birthday child's name and age: \_\_\_\_\_

Approximate # of guests: Adults \_\_\_\_\_ Children \_\_\_\_\_ Age group of children attending: \_\_\_\_\_

Circle day: Saturday / Sunday Fill in date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Circle time: 11 am - 1 pm / 4 - 6 pm

**Please read and initial each item:**

\_\_\_\_\_ 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 of 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 Kid's Place to the exact condition in which it was found and that I am responsible in the event 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.

Signature: \_\_\_\_\_ Today's date: \_\_\_\_\_

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.