



LOUISIANA CHILDREN'S
DISCOVERY
Center

Party at the Discovery Center!

PARTY PACKAGES

Celebration Party Package

Party Size:

Up to 45 guest (children and adults)

Member Rate

\$250

(\$6.50 per additional guest)

Non-Member Rate

\$295

(\$8.00 per additional guest)

Includes:

Unlimited Play in the Museum for your guests, Party Hosts, Unlimited printable Invitations, Present for the birthday child, 1 hour in Party Room at reserved time, Solid color table cloth and Bouquet of 5 balloons.

Spectacular Party Package

Party Size:

Up to 45 guest (children and adults)

Member Rate

\$350

(\$6.50 per additional guest)

Non-Member Rate

\$395

(\$10.00 per additional guest)

Includes:

Everything from the Celebration package **PLUS:** Birthday Cake to compliment your theme, Blue Bell ice cream cups, Capri suns, soft drinks and water, LCDC Party Favor which includes a guest pass to all children in attendance for a future visit.

Piper's Party Package

Party Size:

Up to 60 guests

Member Rate

\$125 plus \$6.50 per guest

Non-Member Rate

\$125 plus \$8 per guest

Includes:

Unlimited Play in the Museum for your guests, Party Hosts, Unlimited printable Invitations, Present for the birthday child, 1 hour in Party Room at reserved time, Solid color table cloths, and Bouquet of 5 balloons.

****To book your party, a \$100 deposit is required and the completion of the attached request form****

985.340.9150

www.lcdcofhammond.org

113 N. Cypress Street ~ Hammond, LA 70401 or PO BOX 1765 ~ Hammond, LA 70404

Birthday Party Reservation Form

Please complete and return with \$100 deposit to:
Louisiana Children's Discovery Center
Fax: 985-340-9156 or email: info@lcdcofhammond.org

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 Piper's Party Pack
 Spectacular Birthday Blowout After Hours

*Ask us about our Weekday offers!

Number of Guests: _____

Special Request/Theme: _____

Date Requested: _____

Approximate Time Requested: _____

Indicate A La Carte Order:

Piper's Punch	_____	Piper's Lemonade	_____
(Adult) Ice Cream	_____	(Kid) Ice Cream	_____
Adult Drink setup	_____	Kid Drink setup	_____
Style Your Tile	_____	Addl. Birthday Child	_____
Photo booth Keepsake	_____	LCDC Party Favor (qty)	_____

****You will receive a confirmation letter via email once your party has been booked****

Payment: If you would like to pay your deposit by Credit/Debit card, please visit the center or call us at 985-340-9150 otherwise, please pay your \$100 deposit online via PayPal.

Exclusions: By initialing here _____ I understand that upon final confirmation, I am financially responsible for orders placed per my request.

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 2 pm as the time of my party, then my party will begin promptly at 2 pm.

OFFICE USE ONLY:

*Date/Time received: _____

Confirmation sent: _____

Deposit received: Cash Credit card PayPal Check

Reserved in Versai: _____

SEE REVERSE SIDE



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 beginning of your event.

Upon execution of this contract, a deposit in the amount of \$100.00 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: Party Manager

The deposit is **non-refundable** but shall be applied to the event should you choose to reschedule.

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, glitter, confetti, piñatas, sequins 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

PLEASE PRINT AND EMAIL parties@lcdcofhammond.org or FAX 985-340-9156

QUESTIONS? PLEASE CALL 985-340-9150



LOUISIANA CHILDREN'S
DISCOVERY
Center

Birthday Party Guest List

Birthday child's name: _____

Parent(s) Name: _____

Member: Yes No

Type of Party: _____

Party Details:

Date: / /

Time: _____

CHILDREN (under 13 years old)

Please list each child over the age of 12 months 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 people not included on my guest list may attend my party. 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 based on the party package I selected.

CHILDREN (under 13 years old)

Please list each child invited to attend your 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. _____

ADULTS

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. _____