



LOUISIANA CHILDREN'S  
**DISCOVERY**  
Center

# Party at the Discovery Center!

## PARTY PACKAGES

### Celebration Party Package

**Party Size:**

Up to 60 total guests

**Total includes adults & kids)**

**Member Rate**

\$100 + \$5 per guest

**Non-Member Rate**

\$100 + \$8 per guest

**Includes:** Two Party hosts, unlimited printable invitations via the LCDC website, solid color table cloths and balloon bouquet of 4 (choice of colors are optional), 1 hour in party room beginning at the time you book your party, special present for the birthday child from the Louisiana Children's Discovery Center, and unlimited play in the museum for the Birthday Group. Birthday child and his/her parent(s) are free.

### Spectacular Party Package

**Party Size:**

Up to 60 total guests

**Total includes adults & kids)**

**Member Rate**

\$125 + \$8 per guest

**Non-Member Rate**

\$125 + \$11 per guest

**Includes:** Two Party hosts, unlimited printable invitations via the LCDC website, solid color table cloths and balloon bouquet of 4 (choice of colors are optional), 1 hour in party room beginning at the time you book your party, special present for the birthday child from the Louisiana Children's Discovery Center, a gift guess pass to all children, unlimited play in the museum for the Birthday Group, LCDC birthday cake, ice cream cups, juice for each guest, and paper products. Birthday child and his/her parent(s) are free.

### A La Carte Options:

**\*Upon final confirmation, you will be financially responsible for orders placed per your request.**

- @ Chick-Fil-A (See Cashier for more info) **NOT AVAILABLE ON SUNDAYS**
- @ Piper's Punch or Lemonade - \$5
- @ Soda/Juice/Water setup \$1/each per use
- @ Style Your Tile - \$125 (Birthday Child and friends will create a permanent display inside the Party Room)
- @ LCDC party favor - \$3 (LCDC cup, pencil, tattoo)
- @ Additional Birthday Child - \$25
- @ Photobooth Keepsake - \$1 per photo taken

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

985.340.9150

[www.lcdcofhammond.org](http://www.lcdcofhammond.org)

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

# Birthday Party Reservation Form

Effective 12/16/17

Please complete and return with \$100 deposit to:  
Louisiana Children's Discovery Center  
PO Box 1765  
Hammond, LA 70404  
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

Spectacular

Number of Guests \_\_\_\_\_

**(Total includes adults & children)**

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) \_\_\_\_\_

Chick Fil A \_\_\_\_\_

**\*\*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 otherwise, please mail or deliver your \$100 deposit.

**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, confetti, pinatas, 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



LOUISIANA CHILDREN'S  
**DISCOVERY**  
Center

# Birthday Party Guest List

\*\*\*Not RSVP List\*\*\*

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

Parent Name: \_\_\_\_\_

Member:     Yes    No

Type of Party: \_\_\_\_\_

**Party Details:**

Date:    \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time:    \_\_\_\_\_

## CHILDREN (under 13 years old)

Please list each child 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 regular admission to the LCDC of \$8 for a Celebration Party or \$11 per person for a Spectacular Party.

**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. \_\_\_\_\_