



LOUISIANA CHILDREN'S
DISCOVERY
Center

Party at the Discovery Center!

PARTY PACKAGES

Celebration Party Package

Member Rate

\$100 + \$5 per guest

Non-Member Rate

\$100 + \$8 per guest

***Up to 60 total guests**

Includes: Two Party hosts, 1 set of invitations (20 per set), solid color table cloth (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. **Up to 60 total guests** and the Birthday child and parents will not be charged.

Spectacular Party Package

Member Rate

\$125 + \$8 per guest

Non-Member Rate

\$125 + \$11 per guest

***Up to 60 total guests**

Includes: Two Party hosts, 1 set of invitations (20 per set), solid colored table cloth (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, LCDC birthday cake, ice cream cups, juice for each child, paper products and unlimited play in the museum for the Birthday Group. **Up to 60 total guests** and the Birthday child and parents will not be charged.

A La Carte Options:

- @ Large 1 Topping Pizza - \$10
- @ Chick-Fil-A Platter: inquire more information at front desk – NOT available on Sundays
- @ Piper's Punch or Lemonade - \$10
- @ Soda/Juice/Water setup \$1/each per use
- @ Extra Invitations (20 per set) \$5
- @ 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

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

Birthday Party Reservation Form

Effective 9/1/17

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 _____

Special Request/Theme: _____

Date Requested: _____

Approximate Time Requested: _____

Indicate A La Carte Order:

| | |
|-------------------------------|-----------------------------|
| Pepp Pizza (qty) _____ | Cheese Pizza (qty) _____ |
| Chick- Fil- A Platter _____ | Chick-Fil-A Drink _____ |
| Piper's Punch _____ | Piper's Lemonade _____ |
| (Adult) Ice Cream (qty) _____ | (Kid) Ice Cream (qty) _____ |
| Adult Drink setup (qty) _____ | Kid Drink setup (qty) _____ |
| Extra Invitations _____ | Style Your Tile _____ |
| Addl. Birthday Child _____ | Photo booth Keepsake _____ |
| LCDC Party Favor (qty) _____ | |

****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: _____

Invitations rec'd: _____

Reserved in Versai: _____

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 children not included on my guest list may attend my party. If my total number exceeds 15, 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. _____