

# Party at the Discovery Center!



LOUISIANA CHILDREN'S  
**DISCOVERY**  
Center

## PARTY PACKAGES

### Celebration Party Package

**Party Size:**

Up to 20 total guests – no minimum

Each additional guest up to 60 total guests

**Member Rate**

\$170

\$6.00 per person

**Non-Member Rate**

\$230

\$9.00 per person

**Includes:** Two Party hosts, 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.

Each additional guest up to 60 total guests

### Spectacular Party Package

**Party Size:**

Up to 20 total guests – no minimum

Each additional guest up to 60 total guests

**Member Rate**

\$250

\$10.00 per person

**Non-Member Rate**

\$310

\$13.00 per person

**Includes:** Two Party hosts, 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, unlimited play in the museum for the Birthday Group, LCDC birthday cake, ice cream cups, juice for each child, and paper products.

### 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)
- @ Character Appearance \$75 (must be reserved two weeks in advance)
- @ 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\***

Effective February 2, 2017

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 2/2/17

Please complete and return with \$100 deposit to:

Louisiana Children's Discovery Center  
PO BOX 1765  
Hammond, LA 70404

## 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:

Pepperoni/Cheese

Pizza \_\_\_\_\_

Chick-Fil-A Platter \_\_\_\_\_ Chick-Fil-A Drink \_\_\_\_\_

Piper's Punch \_\_\_\_\_ Piper's Lemonade \_\_\_\_\_

(Adult) Ice Cream \_\_\_\_\_ (Kid) Ice Cream \_\_\_\_\_

Adult Drink setup \_\_\_\_\_ Kid Drink setup \_\_\_\_\_

Extra Invitations \_\_\_\_\_ Style Your Tile \_\_\_\_\_

Addl. Birthday Child \_\_\_\_\_ Photo booth Keepsake \_\_\_\_\_

Character Appearance \_\_\_\_\_ LCDC Party Favor (qty) \_\_\_\_\_

**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:** If I exceed the included number of guests there will be an extra charge per person depending on the package I select. I will be charged \$ \_\_\_\_\_ for children and \$ \_\_\_\_\_ for adults.

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

### OFFICE USE ONLY:

\*Date/Time received: \_\_\_\_\_

Confirmation sent: \_\_\_\_\_

Invitations rec'd: \_\_\_\_\_

Reserved in Explorer: \_\_\_\_\_

# **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 and non-transferable but shall be applied to the balance of the total rental fee at the beginning of your event. If cancellation occurs within one (1) week of the event, the full value of the event fees shall be due. If cancellation occurs prior to one (1) week before your event, you will forfeit the deposit.

## **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:** \_\_\_\_\_

<b>Party Details:</b>	
<b>Date:</b>	_____ / _____ / _____
<b>Time:</b>	_____

**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 20, 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 per person.

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