



**children's
museum**
OF ALAMANCE COUNTY

play. learn. grow.

Whole Facility Package ~ \$1,500
Maximum Capacity of 300 People
Includes: Full Use of Exhibits, Programming
Room, Birthday Rooms, Catering Kitchen,
Outdoors, 1 museum staff member, Use of facility
during non-business hours, Clean-up of facility;
Excludes: Offices for 3 hours
(10% discount for members)

FACILITY RENTAL REGISTRATION INFORMATION

Your Name: _____ Your Phone Numbers: _____

Your Email: _____

Renting Organization's Name: _____

Date of Desired Rental: _____ Start Time _____ End Time _____ Number of Guests _____

PAYMENT

Credit Card Type: ☐ Visa ☐ MasterCard ☐ Discover ☐ AMEX

Amount _____ Check # _____ Cash _____

(Attach receipt for payment to form)

RESERVATION POLICY

- A 50% deposit is required to reserve your date. Balance of payment is due two weeks prior to event.
If paying deposit with a check, make payable to: Children's Museum of Alamance Co.
- Changes to the number of guests must be made 1 week prior to the event (subject to availability).
- Forfeiture of deposit if cancellation is made less than 2 weeks prior to event.
- \$100 cancellation fee is deducted from deposit if cancellation is made more than 2 weeks prior to event.
- If using caterer, they must be a professional caterer. The caterer may have 2 hours to set up.
- Arrive 30 minutes prior to your scheduled time slot to set up for event, and allow for 30 minutes for tear down.
- Event must end by 11:00 PM.
- License must be obtained by caterer or host if alcohol is to be served. We can provide recommendations for preferred caterers and rental companies.

(Office use only)

Booking Date: _____ Amt. Owed (if not paid in full at time of booking) _____

Initials of CMAC Staff/Volunteer _____ Additional Payments Made _____