Guidelines for Events at the Pensacola Children’s Museum

I. FEES-
   Basic Party: $100.00 for 1 ½ hours
   Themed Party: $250.00 for 1 ½ hours for up to 16 children
   Additional Children: $6.00 per child (applies to Themed Parties only)

   Each additional ½ hour will be billed at $37.50. Each additional hour will be billed at $75/hour. All fees must be paid two (2) weeks prior to the event. Additional time may be added but will not be refunded.

II. DEPOSIT- Along with a signed rental agreement, a $50.00 deposit is required to hold your date and as security for the faithful performance by the Renter, and is due upon execution of the agreement. The deposit will be refunded (by mailed check) on the month following the event provided that no damages have occurred, the premises are left clean, and in acceptable condition, and time limits are not exceeded. The deposit is refundable if this agreement is cancelled up to two (2) weeks prior to your scheduled event. Upon reaching the two (2) week period, the deposit is no longer refundable for cancellations.

III. THEMED PARTY- In addition to the “Basic Party” fees, a $150.00 Themed fee will be charged if this option is selected. Themed parties receive decorations, cake, drinks, set-up and clean-up services, and invitations included for up to 16 kids. Additional themed supplies for more than 16 kids are available for an additional fee of $6.00 per child. An additional $25.00 cake fee will be charged to Themed parties that are cancelled less than two (2) weeks from the party date. All theme party fees are due at contract signing. Themed options include:
   - Dinosaur
   - Pirate
   - Princess

IV. SPACE- This contract only entitles the renting party exclusive use of the first floor gallery, “Discovery Gallery” and the first floor party room, “Party Central” for the agreed time. The
second floor of the museum along with the museum’s restroom facilities and museum store will remain open to the general public. Birthday party/Event guests are more than welcome to utilize these other facilities with the general public during regular hours.

V. CONDUCT—Because of the value of the collections and materials in the museum, the Renter agrees to maintain order and proper conduct. Such shall be the responsibility of the individual(s) sponsoring the event and the organization(s) which they represent. A staff member or “party host/hostess” of the Pensacola Children’s Museum (PCM) and the Historic Trust will be present at all times during your function and is available to answer any questions that you might have. The staff person “host/hostess” is the final authority on any questions or restrictions during a birthday party or event.

VI. THERMOSTAT SETTINGS—The museum’s climate control system is engineered to provide an ideal environment. No adjustments can be made to the temperature. Event-related personnel should be advised to keep the doors closed at all times to avoid drastic changes in temperature.

VII. ADDRESS—The street address of the Pensacola Children’s Museum is 115 East Zaragoza Street, Pensacola, FL 32502 should you wish to use on invitations.

VIII. EXCEPTIONS—Any exception to these rules must be negotiated with Historic Trust and the coordination staff of the PCM.

IX. EVENT COORDINATION & PARKING—Many special events are held in the downtown Pensacola area. Any event involving a number of guests which may conflict with the normal flow of activity of traffic in the area must be coordinated with the City of Pensacola Police Department. It is suggested that you also check with the Pensacola Area Chamber of Commerce, the City of Pensacola Parks and Recreation Department, and the Visitor Information Center for other scheduled events, which may be occurring on the day of your event. The Historic Trust
does not provide or guarantee any parking spaces, and has no authority regarding City of Pensacola street closures on the they day of the event.