

# Book a Birthday Party



## Reserving the Celebration Room:

Fee:

Open Hours Rental:

Private Rental:

Members: \$150

Members: \$210

Non-Members: \$180

Non-Members: \$240

*(Note: \$50 deposit is **required** upon scheduling to hold your reserved time.)*

*Deposit is payable online [www.thevillagemuseum.org](http://www.thevillagemuseum.org) or at The Village*

*Cancellation policy: cancellations more than 14 days prior to reservation will receive 50% of their deposit. Should the party be canceled less than 14 days prior to reservation the \$50 deposit is Non-refundable.*

**The Rental Fee covers a 2-hour party with up to 24 individuals (ages 12+ months). This is the maximum capacity for the Celebration Room and not to be exceeded. This number includes adults and children.**

## Availability

*Birthday party rentals are available on:*

**Mondays:** 4pm-6pm (During *Open Hours*)

**Tuesdays:** 4pm-6pm (Private Parties *Only*)

**Wednesdays:** 4pm-6pm (Private Parties *Only*)

**Thursdays:** 4pm-6pm (During *Open Hours*)

**Fridays:** 4pm-6pm (Private Parties *Only*)

**Saturdays:** 10:30am-12:30pm, and 2pm-4pm (During *Open Hours*)

**Sundays:** 2pm-4pm (During *Open Hours*)

<b>Museum Information to include on Invitations:</b>
<b>Address of The Village:</b> 1312 Lakeland Drive SE, Suite B, Willmar, MN 56201
<b>Parking:</b> Available parking is on the North side of the building only. Please do not park on the East side (Giovanni's side) as those spaces are for Giovanni's customers only.

**Please initial the following:**

\_\_\_\_\_ I understand the Rental Fee covers a 2-hour party. The Celebration Room will be available for 2.5 hours total to allow for renter's set up and take down.

\_\_\_\_\_ I understand as the renter, I am responsible for the guests of the party, therefore I am responsible for any guests unaccompanied by their parents for the party.

\_\_\_\_\_ I understand that parents **MUST** accompany their children into the museum and check their children in at the front desk. At the end of the party, parents must check their children out by initialing in the check out column of the check in sheet. **IF DROPPING OFF:** Drop-off time should be the start time of your party. Pick-up time should be listed 15 minutes before the end of the scheduled party time.

\_\_\_\_\_ I understand that Latex balloons, piñatas, confetti, glitter, rice, silly string, dry ice, sparklers and fog/smoke machines are not allowed in The Village. Mylar balloons are allowed, but must be kept in the Celebration Room.

\_\_\_\_\_ I understand that red, dark colored, or other staining liquids are to be avoided and food/beverages are to be kept in the Celebration Room.

\_\_\_\_\_ I understand party guests are required to follow The Village rules and policies

\_\_\_\_\_ I understand The Village is not responsible for any damage to or loss of personal items or equipment brought into the museum.

\_\_\_\_\_ I understand that if the party is canceled less than 14 days prior to reservation I will not be refunded any amount of my deposit.

\_\_\_\_\_ I understand Rental fees are due at the front desk upon completion of the party.