

Birthday Party Terms & Conditions

To ensure the safety of the children and of the Thunder Bay Museum's artifacts and gallery spaces, the following terms and conditions must be agreed and adhered to by all birthday party parents and adult chaperones:

- Birthday Parties at the Thunder Bay Museum are subject to availability and the discretion of the Education & Outreach Coordinator.
- The full birthday party fee is due at the time of booking. Parties cancelled with at least 10 days' notice will be refunded the full amount less a \$50.00 administration fee.
- The Thunder Bay Museum is not responsible for lost, stolen or damaged items
- There is to be **one (1) adult chaperone for every five (5) children** to supervise the children at the party at all times, on all floors. It is the responsibility of the adult chaperones to ensure that the Museum Birthday Party Manners are being followed at all times and that children are not disturbing other museum visitors.
- The user may set-up decorations, place settings, etc. one half hour before the scheduled party time. Decorations may not be affixed to party room walls. Balloons and loot bags are to remain in the party room and are not allowed in the galleries at any time.
- Limited use of the kitchen facilities (including kitchen equipment) is included in the rental fee.
- The user is responsible for bringing his/her own tablecloths, candles, matches, cake cutter, utensils, napkins, plates, cups, decorations, ice, sugar, cream, etc.
- All food (including candy and gum) and beverages must remain in the party room and may not be consumed in any of the gallery spaces.
- Museum staff is responsible for the clean-up of the party room only. It is the users responsibility to clean up the kitchen (including any kitchen equipment or dishes used) within one half hour of the conclusion of the party.
- The user will invite guests **only** for the 2-hour time slot scheduled
- All costs for damage to any of the Thunder Bay Museum's equipment being borrowed or rented, its artifacts or exhibits, or any portion of the physical space of the Thunder Bay Museum being used are the responsibility of the user and are payable on demand