



Birthday Reservation Request Form

Birthday Parties: \$275 plus tax (18 adults and 12 children) Guests under 2 do count towards the max number of 12 children.

Extra Guests will be **full price of \$10 plus tax at the door** and will not be allowed in the party room.

Please note your reservation is not final until you receive a confirmation letter.

Parties may be scheduled Wednesday-Saturday pending availability.

Today's Date: _____

Name: _____

Contact Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Extension: _____

Cell Phone (in case of an emergency while you're on site): _____

Preferred time to be reached: _____

E-mail Address: _____

If not a birthday party (example, church party): _____

Please list three choices:

Party Date – 1st Choice: _____ Party Start time: 10am 2:00pm

Party Date – 2nd Choice: _____ Party Start time: 10am 2:00pm

Party Date – 3rd Choice: _____ Party Start time: 10am 2:00pm

If you would like to request a different party time, please list it here: _____ *(times must be before 3pm)*

Payment Policy: Full payment is due at the time of party booking.

Cancellations must be received at least two weeks prior to a party date for a refund minus a \$25 cancellation fee.

Cancellations within two weeks of a party date will not be given a refund.

Parties rescheduled within two weeks of a party date are subject to a \$25 rescheduling fee.

We currently take the following forms of payment: cash, all major credit cards, and checks

Additional questions can be directed to sciencecenter@monroenc.org or you can call at 704-282-4570