

## Birthday Party Request Form

Please fill out this form to request a birthday party event at the North Museum of Nature and Science. We will do our best to accommodate your needs. We will contact you to confirm your visit, for further details, or to notify you about any potential conflicts.

Today's Date: \_\_\_\_\_ Form Received: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Birthday Guest: \_\_\_\_\_ Age of Birthday Guest: \_\_\_\_\_ Gender: F ☐ M ☐

The contact person must inform the North Museum of any changes as soon as possible.

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Contact's Fax Number: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Second Choice for date: \_\_\_\_\_

Setup Time: \_\_\_\_\_ Tear Down Time: \_\_\_\_\_

### Type of Rental (check one):

#### ☐ Private Birthday Party Package

Maximum of 50 guests; 1 hour in Kinsey room; All-day admission to Museum for party guests

#### ☐ Themed Birthday Party Package

Maximum of 50 guests; 1.5 hours in Kinsey room; All-day admission to Museum and customized activities or demonstrations for party guests

### Themed Party Options (check one):

☐ Astronomy

☐ Paleontology

☐ Zoology

☐ Science (Geology, Physics, Chemistry, etc.) Other: \_\_\_\_\_

### Description of Desired Event and Birthday Guest Preferences:

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Tentative number of guests: Children #: \_\_\_\_\_ Age range of children attending: \_\_\_\_\_ / Adult #: \_\_\_\_\_  
(Recommended one adult for every five children)

### Additional Questions:

Do you plan on having a caterer/food available? Y ☐ N ☐

Are you interested in reserving our SciDome Theater? Y ☐ N ☐

Note: A \$100 refundable security deposit is required to finalize booking.

### Please mail this form to:

North Museum of Nature and Science

Attn: Birthday Reservations

400 College Avenue

Lancaster, PA 17603

Or fax the form to 717-358-4504

Or e-mail to: [birthdays@northmuseum.org](mailto:birthdays@northmuseum.org)

