



*Star Wars: Where Science Meets Imagination Birthday Party Policies*  
(February 20 – April 25)

**Birthday Parties are for children between the ages 3-12 years old.**

**1. Reservation and Deposit:**

Party dates must be received by the Facility Rental Coordinator at the Anchorage Museum (2) weeks prior to the date of the party.

Anchorage Museum requires a **50% non-refundable deposit of the TOTAL amount due** upon the signing of your facility contract. The reservation will not be official until the signed invoice and 50% non-refundable deposit have been received. All reservations require a **credit card on file**. The Anchorage Museum rental forms must be completed, signed, and sent by fax to 907.929.9265 or mailed to the address below.

**2. Final Payment and Guest Count:**

Final payment and guest count are required at least **five (5) business days prior to the Date of the Party**. This guarantee can be increased prior to your event, but not decreased. All fees are based on the guarantee or the number of guests served, whichever is greater. If a final count is not provided within the five (5) business day period, the guest count on the original invoice will be used as the final guarantee and the final balance will be charged to the credit card on file.

Mail payments to: Anchorage Museum c/o Sam Meurer, 625 C Street, Anchorage, AK 99501

Fax Number: 907.929.9265

Phone Number: 907.929.9261

**3. Additional Guests:**

There are two (2) options for additional guests:

- a. Upgrade to higher package (5) days prior to event.
- b. Additional adults and children will have to pay full price to enter the exhibits.

All guests need a ticket to enter the Anchorage Museum and *Star Wars: Where Science Meets Imagination* exhibit. For guests added short of five (5) business days prior to the date of the party, admission tickets must be purchased at Anchorage Museum's admission desk at the full rate. Keep in mind the maximum capacity of the venue reserved for your party. Maximum capacity for the Birthday Party Classroom is 30 guests.

**4. Cancellation:**

Cancellation of your event will result in the forfeiture of your 50% deposit.



### **5. Parking:**

Host and guests may park in the Anchorage Museum parking lot on weekends (fees are listed in the garage). There is ample outside metered parking near the museum. We recommend arriving early, because parking fills up quickly. There will be no parking spaces reserved.

### **6. Tickets:**

Tickets will be distributed at the beginning of the party. If there are additional guest, they will need to purchase their tickets at the Anchorage Museum admission desk.

### **7. Setup/ Security:**

Client will be responsible for transporting all party items/decorations to and from the party venue. Make arrangements to secure your gifts and personal items during and following the party. All items from the party must be removed from the classroom after the party is complete and before going to the exhibits. The Anchorage Museum is not responsible for lost or stolen items.

### **8. The following items are NOT permitted at The Anchorage Museum:**

Balloons, confetti, silly string, glitter, sparklers, pets, games involving throwing or striking objects (i.e. piñatas) are prohibited in The Anchorage Museum. Birthday candles will be permitted with approval from the Facility Rental Coordinator. Any items that would cause extra maintenance or room decorations must be approved by the Facility Rental Coordinator prior to event.

### **9. Clean Up:**

The party venue will be reserved for your party for 1 ½ hours, **including clean up time**, please note that your party starts at the designated time and not at the time of your arrival. At your party's conclusion, please place all trash in the receptacles provided for you. Failure to clean up will result in an additional clean up fee of \$100.00. A \$100.00 charge will be applied if your party runs over the scheduled time frame.

### **10. Food Service:**

All food services must be provided by Marx Bros. Catering. Food service is scheduled to begin at the party start time. There will be no refund for left over food. No outside food or drink, with the exception of birthday cake, is allowed to enter the Anchorage Museum.

### **11. Birthday Cake:**



The Anchorage Museum/Marx Bros. Catering does not provide birthday cakes. The client may provide a birthday cake with the understanding that storage is not available at the facility.

**13. Additional Anchorage Museum Policies:**

The Anchorage Museum is a museum and an educational institution, and the need for protection of its treasures is of primary importance. **Children may not be left unattended in the party room or in the exhibit.** The Anchorage Museum reserves the right to refuse use of its venues to any prospective lessee, for any reason deemed appropriate at the Anchorage Museum's sole discretion. Anchorage Museum reserves the right to expel any person(s) who fail to observe the Anchorage Museum policies. Violations may result in termination of the event. In consideration of the use of the facilities of the Anchorage Museum, the undersigned entity does hereby agree to indemnify, defend and hold harmless the Anchorage Museum and Marx Bros. Catering, its officers, directors, trustees, members, agents and employees from and against any and all claims, obligations, demands, actions, damages, lawsuits, judgments, liabilities, losses, costs and expenses (including attorneys' fees) which may be made, suffered or incurred by any person or entity arising from, related to or in connection with the use of the facilities at the Anchorage Museum by the Client, its officers, directors, employees, agents or invitees during the Event or in any way arising from, related to or in connection with Client's breach of its obligations under this Agreement.