



2018

Private Event Application

Children's Museum of Denver at Marsico Campus

Date of Event: _____

Lessee: _____
 Contact Person (if different from above): _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Daytime Phone: _____ Fax: _____
 E-mail: _____

Time of Set-up: _____ am/pm to _____ am/pm (min. 1 hour)
 Time of Event: _____ am/pm to _____ am/pm
 Time of Clean-up: _____ am/pm to _____ am/pm (min. 1 hour)

Please Note – For evening rentals, if the total of the above times exceeds 6 hours, additional time will be charged at a rate of \$200 per hour per area or \$750 per hour for Entire Museum rental.

Purpose of Rental: _____ Anticipated number of guests: _____
 Caterer: * _____ Caterer Contact Information: _____

*All events must have a licensed caterer who will provide staff onsite for the duration of the rental. Exceptions may be made for daytime meetings using the Meeting Rooms, in the form of boxed lunches or dropped-off caterers lunches, which must be approved by the Rental Coordinator.

Please Note – There is an additional fee of \$500 for any caterer or rental company outside of our preferred vendor list.

Areas to be used:

Site	Friday-Sunday	Monday-Thursday	Capacity
_____ Entire Museum	\$6,500.00	\$5,500.00	Varies
_____ The Skyline Gallery	\$2,500.00	\$1,800.00	100-200
_____ Joy Park	\$2,500.00	\$2,500.00	Varies
_____ The Plaza	\$1,500.00	\$1,500.00	Varies; Add-on only
_____ Lobby and Café	\$1,000.00	\$1,000.00	Varies; Add-on only
_____ The Art Studio	\$200.00/hour	\$200.00/hour	Varies; Add-on only (3 hr. min.)
_____ Meeting Room 1 (3 hr. min.)	\$75.00/hour	\$75.00/hour	35 *Daytime only or added to Skyline
_____ Meeting Room 2 (3 hr. min.)	\$75.00/hour	\$75.00/hour	30 *Daytime only or added to Skyline
_____ Meeting Room 3 (3 hr. min.)	\$100.00/hour	\$100.00/hour	60 *Daytime only
_____ Meeting Room 4 (3 hr. min.)	\$100.00/hour	\$100.00/hour	40 *Daytime only

Liquor:
Yes/No (please circle one) Will you be having liquor at your event?
 (Note: Some events may require a liquor license and/or may have additional restrictions. Please see the Rental Coordinator for details.)

Deposit
 _____ I am leaving/sending a check in the amount of \$ _____
 _____ I authorize the Museum to charge my credit card in the amount of \$ _____

Credit Card Information
 Full Name (as it appears on the card) _____ Card Type: _____
 Full Billing Address: _____
 Credit Card # _____ Exp. Date _____ Security Code: _____

Add-ons:

Water Exhibit*

\$500/hour, 2 hour minimum- **Must also rent the Skyline Gallery** -- Includes Museum staff to monitor and run exhibit
Times for this exhibit Start: _____ End: _____

Energy Exhibit*

\$500/hour, 2 hour minimum- **Must also rent the Skyline Gallery** -- Includes Museum staff to monitor and run exhibit
Times for this exhibit Start: _____ End: _____

Altitude Climbing Exhibit*

\$150/hour, 2 hour minimum- **Must also rent the Skyline Gallery** -- Includes Museum staff to monitor and run exhibit
Times for this exhibit Start: _____ End: _____

Storytime in Center for the Young Child*

\$25/30 mins – **Must also rent Center for the Young Child** -- Includes Museum staff to read story
Times for Storytime Start: _____ End: _____ Story Preference _____

Arts and Crafts*

\$50/hour, 2 hour minimum – **Must also rent The Art Studio** -- Includes Museum staff to monitor and run crafts
Times for this activity Start: _____ End: _____

Community Tree*

\$250 flat rate for entire event– **Must also rent the Skyline Gallery** -- Includes Museum staff to monitor and run exhibit
Times for this exhibit Start: _____ End: _____

*Final confirmation of Exhibit Add-ons and start & end times will be decided upon with the Rental Coordinator approximately 45 days before the event.

**Please note: The Children’s Museum of Denver at Marsico Campus will have staff to lead these programs; however, this is not a babysitting service. Parents should remain with their children at all times. The Museum maintains no responsibility for children while involved in these activities.

A/V:

___ Microphone	\$25.00
___ Lavalier	\$50.00
___ Podium	\$50.00
___ Sound system (indoor or portable)	\$100.00
___ Projector & screen	\$100.00

I understand the cancellation policy as follows

*Cancellations shall be made in writing and **postmarked** to reflect the following deadlines:*

- a. The deposit shall be returned in full, less a \$50 administrative fee, for cancellations made 90 days or more prior to the rental date.
- b. Cancellations made 31-89 days prior to the rental date will receive a 50% refund.
- c. Cancellations made 2-30 days prior to the rental date will forfeit the entire rental deposit.
- d. Cancellations made for any reason, including weather, 0-48 hours prior to the starting time of the rental event, will be responsible and invoiced for the entire balance of the rental fee.

I understand that this is only an application and that no event is considered reserved until a deposit has been received. **I understand that the deposit for the Skyline Gallery is \$500, \$1,500 for the Entire Museum and full payment for hourly spaces.** I understand *all* quotation of prices are done through the Rental Coordinator and that prices quoted by *anyone* other than the above are not considered valid. I understand the base price of the rental will be honored; however, fees for add-ons and/or cancellations may be changed or applied up until the final contract is signed by both parties. I understand that approximately 45 days before the event, a contract will be written based on choices made on this application. Any changes or additional add-ons need to be discussed, by appointment, with the Rental Coordinator before this time. The contract will then be sent to the aforementioned person/address and must be signed and returned at least 30 days prior to the event date, after which changes may not be made.

(Individual or Agent of Lessee)

(date)

(Position or Title if applicable)

(Children’s Museum Representative)

(date)

Deposit Amount Received: _____

Received by: _____

Date: _____