



## Birthdays Party Reservation Application

A. W. PERRY HOMESTEAD MUSEUM  
1509 N. PERRY ROAD  
CARROLLTON, TX 75006  
972.466.6380  
[WWW.CITYOFCARROLLTON.COM/MUSEUM](http://WWW.CITYOFCARROLLTON.COM/MUSEUM)

### Rental Contract

*Renting the A. W. Perry Homestead Museum, a historic house museum, is both an honor and a privilege. While we want you to have a wonderful event in this beautiful and unique setting, we have some museum rules that you may not experience at other rental facilities. In addition to you (the renter), everyone involved and attending your event will be expected to follow the rules and requests of the staff. Please give serious consideration to our rules and regulations and to your desires, needs, and guests before committing to this contract.*

### Party Themes:

**Victorian Tea Party** *front porch and yard*

**Toys and Games** *south side of barn and surrounding grounds*

**Hoedown** *south side of barn and surrounding grounds*

- ✓ Each party lasts up to 2 hours and consists of around 1 ½ hours of organized activities and ½ hour for you to have cake, and open presents with your guests. The Museum will provide lemonade, party favors for each child, plates, napkins and utensils.
- ✓ You must provide your own cake.
- ✓ We request at least one adult for every 5 children attending the party.

**Fees:** \$125.00 for each theme package, includes up to 15 children and 5 adults, each additional child is \$5.00. The full party fee is due at time of approval of reservation and must be received at least two weeks before the requested date. Reservation dates are bound by the first contract received and paid rental fee on a "first come, first served" basis.

Theme: \_\_\_\_\_

Party Date: \_\_\_\_\_ Start Time: \_\_\_\_\_

# of Guests: \_\_\_\_\_

Fee: \_\_\_\_\_

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**GENERAL REGULATIONS**

- Use of tacks, staples, tape or adhesives of any kind is prohibited.
- Open flames are not permitted, including candles.
- At least one adult for every 5 children is required.
- The interiors of the Museum and barn are NOT available for parties.
- All areas available for celebrations are on the exterior of the structures and therefore are not climate controlled and are exposed to the elements. Please keep this fact in mind when planning your event. The City of Carrollton is not responsible for weather and recommends having a back up plan for outdoor functions.
- Parking is free. The parking lot has a maximum capacity of 20 spaces.
- The Museum is responsible for leading the activities, set up and general clean up.
- The Museum will provide lemonade, party favors for each child, plates, napkins and utensils. The Museum does **not** provide the cake.
- No alcoholic beverages of any sort are allowed on the Museum grounds or in Pearl Perry Gravley Park.
- The Museum and grounds are smoke free.
- You and all your guests are expected to follow the Museum guidelines.

**Please read and initial**

- \_\_\_\_\_ *I agree to indemnify the City of Carrollton/A. W. Perry Homestead Museum and agree to be solely and absolutely liable with all respect to any and all claims, suits, or judgments against the Museum, myself, or any of my guests that may arise from use of the Museum by myself or any of my guests.*

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**OFFICE USE ONLY**

Contract Executed: \_\_\_\_\_

Payment Received: \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **A.W. PERRY HOMESTEAD MUSEUM GUIDELINES FOR CHILDREN'S BIRTHDAY PARTIES**

The guidelines outlined below will answer many of your questions about the use of this site for special events. Reservations will be made only after the renter has read, agreed to abide by and signed the contract, and paid the rental fee and security deposit. Restrictions may apply. Rental of the grounds does not mean exclusive use of the entire Museum or its other facilities. *The A. W. Perry Homestead Museum is first, and foremost, a historic house museum.* There are some rules that you may not encounter at other rental facilities. EVERYONE involved in the event is expected to follow the rules and requests of Museum staff. Please give serious consideration to our rules and policies before making your reservation. If you have any other questions or wish to reserve the site for your event, contact the Museum for more information at 972-466-6380.

### **Staff**

At least one staff member of the Museum must be on site during the event. A party host/facilitator will be supplied to lead your party's activities.

### **Decorations**

All decorations, cups, plates, napkins and silverware will be supplied by the Museum and will be representative of your chosen theme. We'll take care of everything except the CAKE, which you must supply. The Museum's unique setting will serve as the backdrop for your party. The use of nails, stickpins, tape, paint or any other material that could have irreversible effects on the Museum building is not allowed. Open flames, including candles are not allowed.

### **Party Favors**

Your Party fee includes a party favor bag for each of the children attending the celebration. The party favor bag will consist of small items that relate to the theme you have chosen.

### **What if it rains?**

All areas available for celebrations are on the exterior of the structures and therefore are not climate controlled and are exposed to the elements. Please keep this fact in mind when planning your event. The City of Carrollton is not responsible for weather and recommends having a back up plan for outdoor functions. *The house porch and barn awning do provide overhead protection and some shade but are open on three sides to the elements.*

### **When can I expect my refund?**

Refund checks will be mailed to the individual who made the reservation within 14 business days.

**Number of Guests:** The party fee includes up to 15 children and 5 adults. Additional party guests are allowed for a fee. Maximum party size is not recommended to exceed a total of 30 people. 1 adult for every 5 children is required.

**Party Fee:** The full party fee is due at time of approval of reservation and must be at least two weeks before the requested date. Reservation dates are bound by the first contract received and paid rental fee on a "first come, first served" basis.

**Cancellation:** Up to 3 days prior to the celebration for a refund of all but a \$5 administrative processing fee. If the party is cancelled within 3 days of the celebration all fees are forfeited.

### **To secure your date the Museum must receive:**

- Completed and Signed Contract
- Party Reservation Fee, payable to the City Of Carrollton. Please write your Driver's License # and Expiration Date on the front of your check.