

## Birthday Party Agreement and Reservation Form

We, the undersigned, wish to host a birthday party on the premises of the Joel Lane Museum House on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ (no more than 1 ½ hour total time) with \_\_\_\_\_ guests (number including adults). Total amount due per person \$10 x \_\_\_\_\_ = \$\_\_\_\_\_.

A signed and dated copy of this agreement, along with a full payment, must be received by the JLMH one month in advance of party. If cancelled less than 7 days prior to the date above, one half of the total fee will be forfeited. We understand that the JLMH will provide a tour of the Museum buildings lasting up to 45 minutes for all participants followed by one activity below and playing with early American toys for a total time of one hour:

- Writing with a quill pen
- Rag doll making
- “Tin” punching an ornament
- Dipping a beeswax candle (This activity does not produce much of a candle in warm weather.)

We, the undersigned (party hosts), agree to provide the refreshments and any other supplies we wish for the refreshment segment of the party. The refreshments will be consumed in the gardens or, in the case of bad weather, on the porch of the Visitors Center. No food or drink is allowed in the buildings. We, the party hosts, agree to clean up, take away everything that we brought (except trash and recycling which may be left in the JLMH rolling carts provided by the City of Raleigh), and depart by the ending hour written above. Any items left on the premises are the hosts' responsibility. Staying beyond the listed time will incur an additional charge of \$50.

Due to space and staff restrictions, the group size limit is 15, including adults. Party times are available by appointment. Advanced reservations are required.

Party favors are available in the Museum Store for an extra charge. Please coordinate with JLMH for available items and costs.

The undersigned adult(s) are financially responsible for any damage caused by their guests. Children must have adult supervision while in the museum buildings and in the gardens. In the buildings, all must refrain from touching, sitting on, or leaning on any objects, including furniture. In the gardens, there is no hanging or playing on the fences or railings, stepping in the plant beds, or picking of any plant materials.

To confirm your reservation, return this form with payment. JLMH will return a signed copy to hosts.

\_\_\_\_\_  
Name & Signature (Party Host)

\_\_\_\_\_  
(For Joel Lane Museum House)

\_\_\_\_\_  
Name & Signature (Party Host)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date